

Chapter 39

Travel and Transportation Allowances

Section I

General

39-1. Policy and Principles

a. Purpose and applicability

(1) This chapter provides guidance to finance and personnel offices for the administration of travel allowances payable to Active and Reserve Component soldiers and civilian employees of the Department of the Army (DA). It applies to disbursing officers of the Army Corps of Engineers (COE) when travel allowances are payable from U.S. Army funds.

(2) Authorized travel and transportation allowances are based on the Joint Federal Travel Regulations (JFTR), issued pursuant to Title 37, United States Code (U.S.C.) for uniformed services personnel and the Joint Travel Regulations (JTR), issued pursuant to Title 5, U.S.C. for Department of Defense (DoD) civilians. The General Accounting Office (GAO) audits travel vouchers based on entitlements set forth in the JFTR and JTR.

(3) This chapter:

(a) Clarifies or interprets applicability of the JFTR/JTR to U.S. Army personnel,

(b) Identifies provisions applicable to DA where the JFTR/JTR grants discretionary authority to the individual military departments, and

(c) Provides instructions and administrative procedures for processing payments under the JFTR/JTR while conforming to DA disbursing and accounting procedures.

(4) Unless otherwise specifically stated in this chapter, the U.S. Property and Fiscal Office (USPFO) in each State performs all functions shown for the finance and accounting office/defense accounting office (FAO/DAO) except those related to the disbursement of funds. FAOs/DAOs disburse for USPFOs based on precertified documents furnished for payment.

b. Explanation of terms See the glossary.

c. Internal control review guide Use the review guide at Appendix H.

(1) The internal control review guide is part of the U.S. Army's implementation of the Federal Managers' Financial Integrity Act of 1982, as described in AR 11-2, Army Programs: Internal Control Systems.

(2) The operating manager for travel pay activities is the Finance and Accounting Officer/Defense Accounting Officer. This individual must be thoroughly familiar with the responsibilities and reporting requirements directed by AR 11-2.

d. DA policy on official travel Personnel will not be penalized because they were directed to perform official travel. A person traveling on official business is to have sufficient funds for expenses before beginning travel, and is expected to exercise the

same care in incurring expenses that a prudent person exercises if traveling on personal business.

e. Basic concepts regarding travel allowances

(1) Provisions of competent orders.

(a) A written order is required to substantiate payment of travel and transportation allowances.

(b) Orders must comply with AR 600-8-105, Military Orders, for military personnel and the JTR for civilians.

(c) Travel orders issued by other services, authorized to issue travel orders to soldiers on duty with them, must contain sufficient information to substantiate travel claims.

(d) Travel orders issued and followed entitle the traveler to allowances authorized by statute. Take no action to administratively increase or decrease the legal liability of the United States after performance of all or any part of the directed travel. An exception may occur only when an error is obvious on the face of the order and all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted through error in preparing the orders (54 Comp. Gen. 638). Consider each case individually with the actual circumstances determining the entitlements to authorized allowances.

(e) All classified orders used to substantiate a travel claim must contain the same information as unclassified orders. Follow special procedures for processing claims against classified orders to safeguard the classified information.

(2) Individuals are in a travel status on competent orders:

(a) While performing travel away from the permanent duty station (PDS) on public business,

(b) For periods of necessary delays incident to the proper mode of transportation, and

(c) For periods of temporary duty (TDY).

(3) TDY orders remain in effect if:

(a) A person traveling under blanket or repeated TDY orders returns from a mission to the PDS,

(b) A person is required to return to the PDS for TDY requirements or transportation reasons and orders contemplate continued TDY, and

(c) A person returns to the PDS, including home, for personal reasons during a period of TDY.

(4) Official distances.

(a) Except as prescribed in (b) below, compute payment for mileage and monetary allowance in lieu of transportation (MALT) using the official distances established by the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN). See AR 55-60, Official Table of Distances, Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico, and DA Pam 55-1, Official Table of Distances, Foreign Travel, for official distances.

(b) When travel is actually performed between remote places and mileage cannot be determined from official guides, the payee furnishes a supporting

statement indicating the route and distance traveled and, if applicable, that the route was the most direct, usually-traveled route. Pay based on this statement. If this distance will be needed for future claims, prepare a DD Form 753 (Official Travel Distance) IAW AR 55-60. Do not delay payment for travel on a distance furnished by the individual pending receipt of an official distance from DFAS-IN. Do not adjust paid vouchers on receipt of the official distance.

f. Purchase of commercial publications. Request the publications listed below through local supply channels.

(1) *The Rand McNally Household Goods Carrier Guide.* MileMaker Marketing, Rand McNally-TDM Inc, 8255 No. Central Park Ave., Skokie, IL 60076.

(2) *The Federal Travel Directory.* Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

g. Government-provided travel facilities.

(1) See the JFTR, Appendix A for a definition of U.S. Government transportation.

(2) Procedures on issuance of Government Transportation Requests (GTRs), including action when requests or procured tickets are unused, lost, or stolen, are in AR 55-355, Defense Traffic Management Regulation (DTMR).

(3) Procedures for issuing meal tickets, including when meal tickets are unused, lost, or mutilated, are in AR 55-355.

h. Permissive travel. Travel in connection with permissive TDY is at no expense to the U. S. Government. It is considered permissive if it is for a purpose other than official business and the expenses incurred are not payable by the U. S. Government. See JFTR, Chapter 7, part S or JTR, Chapter 6, part F. Procedures for authorization of permissive TDY are in AR 630-5, Leaves and Passes.

39-2. Submission of Travel Vouchers

a. General.

(1) See paragraph 39-1.e for responsibilities regarding travel orders. The DD Form 1351 (Travel Voucher) series is current for travel and transportation. Use old stock until supplies are exhausted.

(2) Each transaction by an officer, employee, or agent of the U.S. Government which requires the expenditure of public monies must be evidenced by a written (or printed), signed document or series of documents which includes a complete record of the transaction. The travel voucher and its substantiating attachments is such a record for travel and transportation allowance payments. To substantiate multiple travel payments, see paragraph 39-2.e. For individual claims, the traveler must document and substantiate the claim on the U. S. Government.

(3) After travel completion, the traveler prepares a travel voucher (DD Form 1351-2 (Travel Voucher or Subvoucher)). The traveler's commander/supervisor (or designated representative) reviews the completed

voucher before sending it to finance for payment.

Organizations designate individuals to perform this review. The designated reviewer can-not be the traveler. The reviewer places the notation "Reviewed (date)" and signs over his or her typed or printed name in the upper right hand corner of the DD Form 1351-2. The reviewer will not use block 22 on the DD Form 1351-2 for this signature. Complete and submit travel vouchers, allowing for the review process, to the finance and accounting office/defense accounting office (FAO/DAO) within 5 working days after the completion of travel.

(a) The commander's/supervisor's review is not intended as a payment computation. Neither is it for approval of items of the claim. Rather it ensures that the claim is complete and proper, and complies with the intent of the orders.

(b) The designated reviewer ensures that:

1. The claim is presented on an original travel voucher with an original signature and date;

2. Administrative data on the voucher agrees with the orders;

3. Original receipts for rental cars and lodging are attached;

4. Advance and partial payments are indicated in the appropriate block;

5. Statements of nonavailability are attached, when applicable;

6. The claim is reasonable and consistent with the mission, and claims for reimbursement are authorized on the DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel).

7. The authorized and used rental car was appropriate to the mission and the number of travelers, and its cost was the lowest possible available to the U.S. Government;

8. The traveler did not use more days than necessary to perform the mission or request reimbursement for expenses incurred solely for personal convenience or pleasure;

9. All individual claim items of more than \$25.00 are supported by a receipt; and

10. When foreign currency was used while traveling on official business, the traveler claims reimbursable expenses both in foreign currency and U.S. dollars, showing the rate or rates of exchange and commission charges for procurement of that currency on the voucher.

(4) Any person who knowingly presents a false, fictitious, or fraudulent claim is subject to a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both (18 U.S.C. 287). The false claim statute relates to claims before the Court of Claims of the United States and has no direct application in the audit of disbursing officers' accounts. The amount paid for an item or items where there is no fraud or misrepresentation is recredited to a traveler's account. Each separate item on a voucher is viewed as a separate claim. The fact that several items are included on a single voucher

for the purpose of payment should not be viewed as sufficient basis for concluding that they lose their character as separate claims. A finance and accounting officer/defense accounting officer may collect a payment erroneously made on an item later determined to be fraudulent. If the traveler files a reclaim for any of the amount collected, the FAO/DAO may not pay that claim.

(5) Do not pay a claim when a review identifies a questionable or fraudulent voucher. Refer the claim to the traveler's commander/supervisor to review and determine if an investigation is necessary. Protect a suspected claim as possible evidence; do not, under any circumstances, return the voucher to the claimant until after resolution of the item in question.

b. Preparation of vouchers. Travelers use the guidelines in this section to prepare DD Form 1351-2. Travel offices will ensure the DD Form 1351-2 is prepared according to these guidelines before processing the travel claim. Travel offices will not process an incomplete DD Form 1351-2.

(1) General guidance:

(a) Prepare all vouchers with typewriter or pen, DO NOT USE PENCIL. Complete the voucher in its entirety.

(b) Insert all payment information, or the word "NONE" if no payments were received, in the block titled "PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS".

(c) Sign and submit the original voucher for payment.

(d) Ensure dates, times, meals, and lodging costs listed on the DD Form 1351-2 are complete and correct. If meal tickets are issued, list the number used in the appropriate block. Attach any applicable statements of nonavailability of quarters or mess.

(e) If applicable, complete the leave portion of the DD Form 1351-2 and attach supporting documents.

(f) Ensure the FAO/DAO has the necessary information if requesting payment to a financial institution.

(g) Provide a valid check-mailing address if requesting check payment;

(h) Attach supporting documents to the voucher. All expenses in excess of \$25.00 require receipts. Original receipts are required for lodging and rental cars, regardless of the amount. If the original receipts are not available, see paragraph 39-3.a.

(i) Ensure the claim receives supervisory review before submission to the FAO/DAO.

(j) Ensure approval of items as required in paragraph 39-2.g is in block 22, if appropriate.

(k) List all reimbursable expenses on the voucher or a piece of plain bond paper attached to the voucher. Attach required substantiating receipts to the voucher.

(l) Use the DD Form 1351-2 to claim dependent travel, dislocation allowance, and payment of mobile home allowances.

(2) Itinerary Completion.

(a) The itinerary section of the DD Form 1351-2 reflects the daily activity and includes the itemization of daily reimbursable expenses. When appropriate, include information on the availability of U.S. Government quarters and the dates they were used. Also show the number of meals available or taken in a U.S. Government mess. Show the dates and times of departure from and arrival at a permanent duty station, delay points en route incident to the mode of transportation used, and TDY points. Show each date and time as the actual date and local time of arrival/sign in and departure/sign out for the mode of transportation used. Use the codes on the reverse of the DD Form 1351-2 when completing this section of the voucher. When a soldier is relieved from active duty, show the constructive per diem computation and the places between which MALT (including the official distance) is authorized.

(b) Show the points where modes of transportation change, and the mode used for each portion.

(c) Show any other information affecting the claimant's travel status or right to travel allowances, such as leave taken, in the appropriate block of this section.

(3) Mode of transportation used.

(a) When a traveler obtains a government transportation request (GTR) or other similar document for travel, show the serial number of each GTR or other document issued, and the points between which transportation was furnished. Insert "none" in the block for GTR used, if appropriate, for employee/soldier and any dependents. If all transportation is by U.S. Government transportation, indicate that, and list the points between which it was used.

(b) If a GTR or other similar transportation document is issued but not used, the traveler returns the unused requests to a transportation office (TO) and obtains a receipt (DD Form 730, Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets). Attach the receipt (original and copy) to the DD Form 1351-2. If no travel is performed, so that no DD Form 1351-2 is required, the traveler will keep the receipt to prove return of the GTR or similar document to the TO. If a ticket is issued under Local Payment of Airlines (LOPA), submit the DA Form 4556, with TO certification, with the DD Form 1351-2.

(c) When a Government Excess Baggage Authorization is obtained but not used, see AR 55-355.

(d) When TDY orders direct (as distinguished from authorize) the use of a specific mode of transportation, and the transportation document or the directed mode of transportation is not available at the time and place required, so state. The order-issuing authority provides the traveler a statement when a TO is not available to furnish the GTR. If a GTR or ticket was obtained, but the directed mode is not available, the traveler must furnish a statement from the carrier that the mode was not available at

the time and place required. This statement must accompany the DD Form 1351-2 for payment of appropriate transportation allowances.

(4) Hire of special conveyance (automobiles, boats, taxicabs).

(a) Use of these special conveyances requires specific authorization or approval. Their use is limited to official business. A traveler's TDY status does not, itself, justify use of a rental vehicle as a substitute for public transportation.

(b) Place a statement on the DD Form 1351-2, or attached thereto, listing the names of passengers on official business in the vehicle rented by the claimant. No MALT is payable to passengers.

(c) For rules on insurance and damage on rented automobiles, see JFTR, Chapter 3, Part E or JTR, Chapter 2, Part C. Support claims for reimbursement of personal funds spent for damages with receipts and an itemized statement of repairs. Reimbursement for damages is authorized only when incurred while the vehicle was used on official business.

c. FAO/DAO instructions.

(1) The FAO/DAO ensures:

(a) The traveler has followed the guidance in paragraph 39-2.b in preparing their voucher.

(b) Computation is based on the information furnished, orders and applicable regulations;

(c) The voucher was annotated to show elapsed time, authorized travel time, official duty time, and that any remaining time is identified for supervisory determination;

(d) Proper accounting information is posted on the voucher;

(e) Brief block is entered; and

(f) Proper distribution of the completed voucher.

(2) Send copies of settlement vouchers for:

(a) Military personnel to the Military Pay Branch by numbered transmittal letter.

(b) Civilian personnel to civilian pay if leave or excess travel time is involved.

(3) Automated voucher processing.

(a) Multi-copy plain paper is authorized for the disbursement voucher when using an automated system to compute and print travel vouchers.

(b) Attach the DD Form 1351-2, completed and signed by the traveler, and all orders and receipts to the plain-paper voucher, thus substantiating the payee's claim.

(c) Include on the plain-paper voucher the DOV number, brief block, computation, administrative and accounting data, and check number or signature for payment, as applicable. Do not transfer entries on the plain-paper voucher to the original voucher signed by the claimant.

d. Individual travel.

(1) Usually, DD Forms 1351-2 are submitted and vouchered individually. However, they may also be accumulated for no more than 1 day and vouch-ered

on a covering DD Form 1351. When using a DD Form 1351, group the following types of travel:

(a) Military.

1. Permanent change of station (PCS).

2. TDY.

(b) Civilian.

1. PCS.

2. TDY.

(2) When using a DD Form 1351 to pay per diem and transportation allowances, complete Sections I and III, and the DOV No. and "paid by" blocks. Enter the voucher/subvoucher number on the DD Form 1351-2 before giving the traveler a copy of the travel voucher.

e. Multiple travel payments.

(1) Use DD Form 1351-6 (Multiple Travel Payments List) to pay a group of travelers entitled to travel allowances for PCS, and TDY performed under similar or like conditions and circumstances, for example, to pay per diem to students attending courses of instruction and thereby eliminate processing individual vouchers, and in any other case where several travelers are paid like amounts based on similar circumstances. Use DD Form 1351 as a summary voucher and cover sheet for DD Form 1351-6.

(2) Prepare DD Form 1351-6 in original and three copies. To prepare, follow the instructions in paragraph 39-2.b. Put the travel order(s) number authorizing travel in the block for organization and station. Record the dates of travel in the itinerary designation block.

(3) Do not use DD Form 1351-6 alone. When circumstances vary (for example, accounting classifications differ or itineraries vary), prepare separate summary DD Forms 1351-2 for each set of circumstances. Complete Section III of the covering DD Form 1351.

(4) Show the complete accounting classification charged in the "Accounting Classifications" block of the DD Form 1351.

(5) Have each payee sign the settlement voucher whether payment is made by check or cash.

(a) For check payment, the traveler signs below their name in the first column (left side) of the DD Form 1351-6, certifying that the travel was performed.

(b) For cash payment, the traveler signs in the last column (right side) of the DD Form 1351-6, certifying that travel was performed and cash payment was received.

(6) Attach copies of the authorizing travel orders to the original and retained copies of the voucher and, when applicable, the Transactions for Others (TFO) copy.

(7) Do not attach substantiating evidence, such as travel orders and statements of nonavailability, to continuing multiple payment vouchers when there is no change in the circumstances of any one case. Refer to the voucher(s) with which the substantiating

documents are filed. See paragraph 39-3.f, when two or more payments are made under the same authority.

f. Approval of travel vouchers.

(1) Travel vouchers require administrative review IAW paragraph 39-2.a, but do not need approval except as stated in (2) below. The claimant's signature on a voucher for PCS or TDY travel is certification that the circumstances of travel, as presented, are correct and that the information contained on or attached to the voucher, is factual.

(2) Approval by a designated official is placed in block 22 of the DD Form 1351-2. It is required on travel vouchers for:

(a) Hire of a special conveyance (that is, taxi or rental car) when authorization for the hire of a special conveyance was not contained in the orders.

(b) Local travel performed within and around duty stations see chapter 39, section VII.

(c) Long distance telephone calls. There is a requirement for approval in 31 U.S.C. 680(a) regardless of the number of calls or prior authorization.

(d) Questions of prudence/necessity that cannot be resolved according to paragraph 39-2.h(1).

(3) The installation or activity commander designates the official(s) to approve travel vouchers that require administrative approval. Specific designation is required for each official authorized to approve travel vouchers. Make the designation on an authenticated DD Form 577 (Signature Card), and furnish to the appropriate FAO/DAO. The signature card includes a statement as to the specific type(s) of travel expense items which may be approved by the designated official. For example: to approve local travel vouchers of (organization(s), long distance calls.

h. Responsibilities of Finance and Accounting Officer/Defense Accounting Officer .

(1) The finance and accounting officer/defense accounting officer is responsible for:

(a) Assuring that each voucher contains the information needed, is supported by the required substantiating documents, and is properly approved when approval is required.

(b) Comparing the signature on each voucher presented, for payment which requires approval, against the signature card on file in the office.

(c) Requesting additional factual information, documents, or explanation to justify payment when the facts presented do not contain sufficient authority for, or a complete record of, the travel and duty performed.

(d) Ensuring that the accounting classification or Movement Designator Code (MDC) code is IAW DFAS-IN Manual 37-100-FY (Army Management Structure). This verification includes determination of the correct fiscal year or appropriation charged when the specific allotment cited in the orders is known to be in error.

(e) Using any pertinent data or records in the FAO/DAO to verify information submitted by the claimant to prevent a duplicate or incorrect payment. The finance and accounting officer/defense accounting officer accepts information and statements of facts appearing on a voucher or orders, or attached thereto, that were furnished and signed by a claimant or a proper reviewing or approval official as true unless there is reason to question the information or documents furnished. The finance and accounting officer/defense accounting officer exercises personal judgement as to the evidence required before making payment and may require submission of additional information.

(f) Not processing an incomplete voucher. The travel voucher must be completed in its entirety. Return vouchers that are incomplete in a manner that could affect entitlements to the claimant for completion. Examples are:

1. Missing signature.
2. Prior advance(s) block left blank.
3. Incomplete itinerary.
4. Meal block left blank.
5. No reason(s) for stop(s).
6. No mode(s) of travel.
7. No dates of travel.
8. No departure and arrival time.

(g) Not processing a questionable or fraudulent voucher. Such vouchers include those that contain questionable lodging receipts, changes in itinerary, unusual expenses, or vouchers which do not reflect advances received. Refer these vouchers to the finance and accounting officer/defense accounting officer or his designated representative for consultation with the traveler's commander/supervisor to determine if an investigation is warranted. If an investigation is warranted, refer the case to the Criminal Investigation Division (CID) if the traveler is a civilian, active duty soldier, or member of the U.S. Army Reserves. If the traveler is a National Guard soldier, refer to the state adjutant general for investigation. Should the investigative authority decline investigation, the finance and accounting officer/defense accounting officer may deny payment or process the voucher as a doubtful claim. Do not under any circumstance return a suspect claim to the claimant until after the element in question is resolved.

(2) The finance and accounting officer/defense accounting officer is responsible for determining the type of allowances due and making payment to the claimant. Determine the correct amount due by applying appropriate provisions of law, regulations and decisions of the Comptroller General of the United States to the information, statements, and other substantiating documents submitted on, or attached to, the voucher, or that are otherwise available. Exercise particular care to ensure that the proper rates are applied and that the distances between points traveled are based on applicable

official tables of distances, authorized mileage guides, or distances furnished by the traveler. Check any substantial, unexplained deviation between the distances for which payment is claimed, and the distances in standard guides with the traveler for a reasonable explanation or statement, or reduce or change the distances as determined by the paying FAO/DAO. The individual computing the voucher initials the retained copy of the voucher in the block provided for that purpose.

(3) The finance and accounting officer/defense accounting officer is responsible for maintaining the DD Form 1588 (Record of Travel Payments) and using it, or other information available, to ensure that payment was not previously made for the same travel, or that a GTR or similar document or transportation in kind was not furnished.

(4) Audit all vouchers with total entitlements of \$2500.00 and over before disbursement. The total entitlements are defined as the entitlements before reductions for prior payments/advance payments. Use statistical sampling for auditing vouchers less than \$2500.00. Statistical sampling shall provide a 95 percent confidence rate. If the error rate exceeds 10 percent, increase the statistical sample to a 98 percent confidence rate. If the less than 10 percent error rate is still failed, take corrective action to eliminate the condition(s) causing the excessive error rate. Sign block 26 of the DD Form 1351-2 showing that the voucher was audited.

(5) Travel debts are subject to waiver. If conditions warrant, procedures for waiver are contained in AR 37-104-3 (Military Pay and Allowances Procedures: Joint Uniform Military Pay System).

39-3. Substantiation of Travel Vouchers

a. Supporting evidence.

(1) Finance and accounting officers/defense accounting officers are responsible for the correct payment of vouchers paid from their accounts. They may request a claimant furnish explanations or further evidence whenever a voucher and its substantiating documents do not constitute a legal obligation of the U. S. Government under the appropriation charged, or when the facts stated appear to be inaccurate.

(2) A travel voucher is supported by travel orders, required statements, required receipts, and copies of GTRs or other similar transportation documents (if used), or if a ticket is obtained and not used, DD Form 730. The items in paragraph 39-2.b are required to support the travel claimed. Before making payment, verify that the DD Form 1351-2 is completed correctly IAW paragraph 39-2.b. If copies of GTRs or similar documents are lost or destroyed, the traveler must include a complete explanation of the travel involved. Original receipts are required for lodging unless they are impractical to obtain or have been inadvertently destroyed or lost, in which case the traveler must furnish a statement to that effect,

including the date(s), lodging establishment name(s) and address(es), and amount(s) paid for lodging.

(3) Supporting statements, when necessary, are placed either on the reverse of the voucher or attached as a separate page to the voucher. If the statement is a photocopy, the reproduction process must retain permanent legibility. If appropriate, statements as travel order endorsements are acceptable.

(4) Substantiate classified claims the same as unclassified claims. Substantiating documents listed in subparagraphs (1)-(3), above apply to classified claims and must accompany the classified voucher when submitted to the paying FAO/DAO. Process vouchers citing Contingency Funds of the Secretary of the Army (AR 37-47) or using Special Mission Fund Procedures (AR 37-64) per Section I. See also Chapter 40. Submit substantiating documents with the original classified voucher, not with a dummy voucher. Keep duplicate copies of substantiating documents with the copy of the classified voucher kept in the FAO's/DAO's classified repository. Commanders/ supervisors and finance and accounting officers/ defense accounting officers will not enter into any agreement contrary to this paragraph without the specific approval of the Assistant Secretary of the Army, Financial Management and Comptroller (ASA(FM&C)). See paragraph 39-4.g for processing and distributing classified information.

b. Disposition of travel orders.

(1) Attach copies of travel orders to the vouchers submitted for payment except as noted in subparagraph (3). These may be extracts of the orders or telegraphic orders, if all pertinent data are included. Telegraphic orders must include the complete date (day, month, and year) of issue.

(2) When two or more trips, each directed by a separate order, are stated on a voucher, attach copies of each order to the voucher.

(3) When the cost of the travel is reimbursable to DA from another agency, attach copies of the order directing the travel to the voucher and to the copy used to obtain reimbursement.

c Substantiation requirements for mode of transportation authorized or used. When using a Government Transportation Request (GTR), or other similar document, FAO's/DAO's submit the copy of the transportation document furnished the traveler with the reimbursement voucher as follows:

(1) When the cost of travel is chargeable to a specific allotment, attach the copy of the transportation document to the transactions for others (TFO) copy of the voucher.

(2) When the cost of travel is chargeable to an open allotment, attach the copy of the transportation document to the voucher retained in the FAO/DAO.

d. Use of quarters and messing facilities.

(1) The senior officer permanently stationed at a U. S. Government contractor-operated facility furnishes

statements as to nonavailability of quarters or mess for periods of TDY performed by a traveler at that facility. If no officer is permanently stationed at the facility, the traveler's commanding officer (CO) (or designee) furnishes the statement based on acceptable evidence.

(2) A soldier's statement may be furnished under the following circumstances:

(a) For any period of TDY at an installation not having quarters and/or mess based on AFR 90-13, Directory of Government Quarters and Dining Facilities, or the Worldwide Listing of Installations Without Government Quarters and/or Mess.

(b) For TDY performed at State-owned National Guard camps, except when:

1. The purpose of TDY is annual training (AT), or field training exercise (FTX).

2. The travel order specifically states that use of U.S. Government facilities is mandatory.

(3) Occupancy of U. S. Government quarters assigned to another person is considered occupancy or utilization of government quarters. See 36 Comp. Gen. 459.

(4) The use of quarters and messing facilities is not required if the conditions in the JFTR, Chapter 4, Part E exist. To ensure vouchers reflect the actual number of government meals used, complete the appropriate block on the DD Form 1351-2.

(5) Civilians are not required to use U.S. Government messing facilities unless specifically required by the JTR, Chapter 1 Part B.

e. Hire of special conveyance (automobiles, boats, taxicabs).

(1) The order-issuing official may either authorize the hire of a special conveyance to, from, and between duty stations (permanent or temporary) in the travel orders or subsequently approve its use. See JFTR, Chapter 3, Part E; or JTR, Chapter 2, Part C. Subsequent approval is made on the travel voucher or as a separate supporting document. To support payment, expenses are itemized and a receipt for each individual expense item that exceeds \$25.00 is required.

(2) See AR 55-355 for arrangement for a rental vehicle. Travelers authorized to rent cars for official business while on TDY pay the rental charges directly to the car rental agency; they may not charge the rental cost for subsequent billing to their agency. They may, however, use government/personal credit cards to pay for car rentals and be reimbursed, as provided in (3).

(3) Reimburse travelers for payment(s) made directly to car rental companies for official business vehicle rental using travel vouchers (DD Form 1351 series) when paying all other travel allowances. Travelers may be reimbursed for personal obligations incurred for vehicle rental for official business using a personal credit card. They must submit evidence of the obligations with the travel voucher. The nature of the transaction must be such that the U.S.

Government cannot be held liable to the vendor or the companies which issued the credit card in the event of non-payment by the traveler (39 Comp. Gen. 164.) To preclude duplicate payments, examine the DD Form 1588 to determine if the U.S. Government paid the vendor for the car rental. If not, record payment to the traveler on DD Form 1588.

(4) When an automobile is rented at U. S. Government expense, use is limited to official business. See the JFTR, Chapter 3, Part E; or the JTR, Chapter 2, Part C. An individual's TDY status does not, itself, justify use of a rental vehicle as a substitute for public transportation.

(5) Vouchers (or an attachment thereto) must contain a listing of other travelers on official business who were passengers in the vehicle rented by the claimant. Do not pay a monetary allowance in lieu of transportation (MALT) for official travel performed as a passenger.

(6) For rules involving insurance and damage on rented automobiles, see JFTR, Chapter 3, Part E; or JTR, Chapter 2, Part C. Show separately the amount included on a travel voucher as reimbursement for damages when posting the settlement on DD Form 1588. This prevents duplicate payment as an accounts payable action.

f. Multiple payments under same travel authority or supplemental payments.

(1) When a FAO/DAO makes two or more payments for travel under the same authority, file copies of the travel order with all vouchers. Refer to all vouchers on subsequent payments under the same authority. State the date of arrival at the TDY point on all subsequent vouchers.

(2) If the claimant cannot furnish a copy of the previous payment voucher(s) or refer to them, subsequent payments are authorized if the traveler certifies in writing the:

(a) Date and hour through which last paid and period covered;

(b) Amount paid;

(c) Name of FAO/DAO who made payment; and

(d) Disbursing Station Symbol Numbers (DSSNs), Fiscal Station Numbers (FSNs), or names of stations making payments.

(3) A finance and accounting officer/defense accounting officer who makes a short payment on a travel voucher may adjust that payment on a supplemental voucher for the amount due, using the same form as the original. For example: use DD Form 1351 for advances and DD Form 1351-2 for settlements. Show on the supplemental voucher a complete reference to the short payment voucher. If the amount being paid was claimed on the original voucher, insert "Administrative Correction" in the claimant's signature block. Note on the retained copy of the original payment voucher a complete reference to the supplemental voucher. The travel supervisor or higher authority must approve "Administrative Correction" vouchers. The approving official signs

and inserts their title immediately below the claimant's signature block.

(4) The FAO/DAO paying the original voucher makes supplemental payments.

39-4. Settlement of Travel Vouchers

a. Settlement write off.

(1) *Amounts due United States (DUE US)* Write off amounts of \$10.00 (Ten Dollars) or less "DUE US" on the final computation of travel settlement vouchers. Charge the amount "DUE US" to the per diem fund cite on the order to offset the full amount of the travel advance. Then process the voucher as a no pay due item. For example: travel advance is \$400.00. Upon settlement, the transportation entitlement is \$198.00 and per diem is \$195.00, leaving an amount of \$7.00 "DUE US." Increase the charge to per diem to \$202.00. This eliminates the "DUE US" and "zeros out" the travel voucher.

(2) *Amounts due traveler* If a computed voucher has a balance less than \$1.00 due the claimant, see paragraph 39-27.h.

b. PCS travel.

(1) Ordinarily, the FAO/DAO at the new PDS pays vouchers for PCS travel allowances.

(2) Personnel on a PCS may receive interim payments by any FAO/DAO. They must present their record of travel payments (DD Form 1588 or equivalent) and a copy of their travel orders. If they did not receive an advance at their old duty station, any FAO/DAO may pay the traveler an advance enroute. The paying FAO/DAO furnishes copies of the payment voucher to the FAO/DAO at the PDS. If the new PDS changes before final settlement, the FAO/DAO that receives the advance payment information forwards it to the servicing FAO/DAO of the traveler's new PDS. If the new station of a traveler is unknown, see AR 37-104-3 for locator service and transmittal.

c. TDY travel.

(1) The travel accounts of soldiers or employees on TDY ordinarily are paid by the PDS FAO/DAO maintaining their pay accounts. Travelers may submit claims at intermediate points en route for reimbursement for completed portions of travel if circumstances warrant partial payment. Refer to all previous vouchers on subsequent payments under the same authority. State the date of arrival at the TDY point on all subsequent vouchers. References to previous payments must include amounts, DSSN making the payment, dates of payments and voucher numbers.

(2) Finance service furnished by FAOs/DAOs at other than PDS. FAOs/DAOs distant from the FAO/DAO providing payroll service may furnish travel payment service. In such cases, the FAO/DAO near the traveler pays the travel claims. After the accounting classification, the paying FAO/DAO records in parentheses the DSSN of the traveler's payroll-servicing FAO/DAO, and sends a copy of the

paid travel voucher to that office. The travel office at the paying FAO/DAO sends a copy of the paid travel voucher to the travel office at the payroll-servicing FAO/DAO also.

d. Miscellaneous types of travel.

(1) A United States Military Academy cadet traveling on duty for training or hospitalization may submit a voucher for completed portions of travel to the FAO/DAO servicing the training facility or hospital. See paragraph 39-4.c.

(2) *Periodic physical examination for soldier on Temporary Disability Retired List (TDRL)*

(a) The FAO/DAO servicing an Army medical treatment facility to which a soldier listed on the TDRL travels for a periodic physical examination in connection with his/her disability pays the soldier authorized travel allowances.

(b) A soldier listed on the TDRL traveling to an Air Force or Navy medical treatment facility or Veterans' Administration hospital for a periodic physical sends a reimbursement voucher to the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700.

(3) A soldier released from a hospital on PCS to his/her home pending final case disposition may be paid travel allowances:

(a) By the FAO/DAO servicing the hospital,

(b) By the soldier's servicing FAO/DAO upon completion of the travel, or

(c) Under AR 635-40, Physical Evaluation for Retention, Retirement or Separation.

(4) Travelers submit vouchers for reimbursement from Civil Funds for travel expenses to the servicing Civil Funds disbursing officer.

(5) Foreign military personnel.

(a) Use DD Form 1610 to authorize travel for personnel assigned to a U. S. organization. Pay per the JFTR and JTR.

(b) Use Invitational Travel Orders (ITO) for unassigned personnel. Pay per the JFTR, Chapter 7, Part T or JTR, Chapter 6, Part A.

(c) Pay foreign military exchange students IAW AR 12-15, Joint Security Assistance Training Regulation.

e. Assistance in claim settlement.

(1) The finance and accounting officer/defense accounting officer develops facts necessary to settle a travel voucher pertaining to the current period of service and an appropriation available for expenditure.

(2) A voucher submitted under a power of attorney may be paid. If there is reason to doubt or question the validity of the power of attorney, forward the document to the DFAS-Indianapolis Center, ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201 for submission to the United States General Accounting Office (GAO) for consideration.

(3) In the development of facts regarding a travel voucher submitted for payment, the finance and accounting officer/defense accounting officer obtains advice or assistance from the appropriate Army staff

finance and accounting officer/defense accounting officer. Send questions which cannot be answered by the staff contact through channels. Staff finance and accounting officers/defense accounting officers of the major commands (MACOM) or regional offices request technical information or advice from DFAS-IN/AM.

(4) For doubtful vouchers of \$25.00 or less, the DFAS office in (2) above may provide a final determination.

(5) GAO doubtful claim. Prepare vouchers that appear to cover items which are not clearly allowable under any provision of law, or involve elements of doubt concerning traveler's rights and may not be answered within DA, as doubtful claims. Send them through the MACOM staff to the DFAS address in (2), above for development and transmittal to the GAO for settlement. Submit these claims in duplicate, and include:

- (a) Statement of claim;
- (b) Statement of facts;
- (c) Reason for forwarding;
- (d) Explanation of the doubtful aspects;

(e) A finance and accounting officer's/defense accounting officer's statement that the claim has not been and will not be paid unless certified by the Comptroller General of the United States ("For" signatures are not acceptable.); and

(f) A citation of the appropriation to be charged, and copies of all or any vouchers previously paid under the same orders (in addition to the supporting evidence in paragraph 39-3).

(6) Request for advance decision. Prepare a voucher for more than \$25.00 involving doubtful items of entitlement, law, or circumstances, which are of general interest or application and may be used as a precedent for other payments for submission for an advance decision by the Comptroller General of the United States. Request advance decisions only on actual questions involving a voucher properly before the finance and accounting officer/defense accounting officer for payment, not on a hypothetical questions or cases. Request the decision in letter form addressed to the Comptroller General of the United States and send it through command channels to the DFAS address in (2), above for processing. Include in the letter:

(a) A statement that the individual making the request is the finance and accounting officer/defense accounting officer to whom the voucher submitted was presented for payment;

(b) A clear, concise statement of the facts and issues involved which cause doubt as to the validity of payment;

(c) A request for advance decision;

(d) Signature of the finance and accounting officer/defense accounting officer (The GAO will not accept substitute or "For" signatures.); and

(e) A completed voucher showing the amount due, the appropriation chargeable for the proposed payment, and any other pertinent supporting papers.

(7) Send a travel voucher based on retroactive modification or correction of travel orders which may have an effect on allowances to GAO for settlement, as it is considered of doubtful validity.

f. Incorrect accounting classification cited on travel order. If otherwise proper, do not withhold payment on a travel voucher solely because the supporting travel order cites an incorrect accounting classification or has omitted one. Cite the correct accounting classification on the voucher.

g. Special processing for sensitive claims. Process SECRET or CONFIDENTIAL vouchers per Chapter 13, except as specified below.

(1) See AR 37-64 for Special Mission Funds Procedures. Use special disbursing procedures to support sensitive operations when Chapter 13 procedures would compromise security or prevent mission accomplishment. Use of these procedures requires specific authorization of the ASA(FM&C).

(2) The Special Review Office, U.S. Army Finance Command (USAFINCOM), is established at DFAS-IN as the single point of contact for FAO/ DAO issues involving classified transactions. Address questions concerning classified vouchers through the MACOM to Commander, U.S. Army Finance Command, ATTN: SFFM-FC-SR, 8899 East 56th Street, Indianapolis, IN 46249-3010.

(3) Process travel-related claims, citing Contingency Funds of the Secretary of the Army as follows:

(a) Process claims citing limitation .0012 or .0014 funds per AR 37-47.

(b) Process claims citing limitation .0015 per AR 195-4, Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities.

(c) Process claims citing limitation .0017 funds per AR 381-141, Provisions for Administration, Supervision, Control and Use of Intelligence contingency Funds.

h. Claims for prior periods of service, or claims of former soldiers. The local servicing FAO/DAO settles these claims to the extent possible. The age of a claim by itself is not a valid reason to deny payment, unless it is more than 6 years old. Send unseizable claims, with all information, substantiating documents, and explanations to the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700.

i. Deceased travelers.

(1) Send travel vouchers for amounts due for travel of a soldier before his/her death, or for travel of his/her dependents, to the DFAS-IN, ATTN: DFAS-IN/FJECB, 8899 East 56th Street, Indianapolis, IN 46249-0801.

(2) The FAO/DAO responsible for settlement per AR 37-105, Finance and Accounting for Installations:

Civilian Pay Procedures, pays amounts due for travel of a civilian employee or his/her dependents earned before his/her death. Normally, the FAO/DAO maintaining the deceased employee's pay records settles the account. In the case of a PCS, the FAO/DAO of the employee's last PDS when death occurs while en route to the new station settles the account.

(3) When a traveler dies before completing a travel voucher, the decedent's designated beneficiary may sign the voucher. If there is no designated beneficiary, the beneficiary having precedence should sign the voucher. If the designated beneficiary is either a minor or incompetent, determine the person to sign the travel voucher per the DoD 7000.14-R, Volume 7, Part A (DoD Military Pay and Allowances Entitlements Manual), for guardians of the designated beneficiary.

39-5. Record of Travel Payments

a. Form used.

(1) The FAO/DAO furnishing finance services to the traveler keeps a DD Form 1588 or automated equivalent to record travel data.

(2) If it becomes necessary to open a new record, attach the old one to the new one to provide a continuing record.

b. Opening a DD Form 1588.

(1) *Civilians* Open a DD Form 1588 when making the first travel payment.

(2) Military

(a) *When opened.* The soldier's advanced individual training (AIT) station or first PDS, as applicable, opens the DD Form 1588.

(b) *When not opened.* Do not open a DD Form 1588:

1. For soldiers entering basic training unless there is a requirement to make a travel payment;

2. For a soldier performing an initial period of active duty for training (ADT) of less than 6 months, unless the payment is for travel other than that incident to the ADT.

c. Recording payments and related data. Record all travel payments, collections, and transportation furnished by GTR or other similar document, including travel on classified orders, on DD Form 1588, as follows:

(1) Advance payments of travel allowances, including appropriate MALT and per diem. (Record a travel voucher submitted after settlement of the related advance by cash repayment or by payroll deduction as though no advance was made).

(2) Payments of accrued allowances, including partial settlements of travel allowances for completed portions of travel or TDY.

(3) Determination of dependency for any dependent other than a wife or legitimate child under 21 years of age.

(4) Reimbursement for travel of dependents.

(5) Information about transportation furnished at U.S. Government expense to travelers (both TDY and PCS) and their dependents. However, do not record transportation furnished an enlistee or inductee from the place of enlistment or induction to the reception station.

(6) Payment of dislocation allowance (DLA).

(7) Information on a mobile home shipped at U.S. Government expense.

(8) Payment for household goods (HHGs) shipped at personal expense, including Do-It-Yourself (DITY) moves.

(9) Supplemental payments due to underpayments of travel allowances.

(10) Collection(s) of overpayment(s) of travel allowances.

(11) Information about travel performed from last duty station to home of record (HOR) or place from which ordered to active duty incident to separation from the service.

(12) Reimbursement for travel performed within and around permanent and TDY stations.

(13) Travel of a soldier under group travel orders and transportation furnished by GTRs. Note "Grp Tvl" on the DD Form 1588.

(14) Payment by FAO/DAO to car rental agency under GSA contract for rentals by soldiers or civilian employees.

(15) Any other travel payments/collections made that are not listed above.

d. Procedures for recording.

(1) Record transactions indicated in paragraph 39-5.c. upon payment, collection or upon receipt of the copy of the GTR. If the DD Form 1588 is not kept by the paying or collecting office, send necessary information to the office keeping the record to make the required entries (see paragraphs 39-4.c. and 39-5.f.). Pay advance payments of travel allowances incident to a PCS at stations other than the traveler's PDS only if his/her DD Form 1588 is available (see paragraphs 39-4.b. and 39-5.f.). Devise internal procedures for routing paid vouchers to ensure necessary entries on the DD Form 1588. The vouchers should be checked, initialed, or otherwise noted on posting to the record.

(2) Record the following:

(a) Columnar headings on the manual DD Form 1588 are self-explanatory.

(b) Enter each travel performed using GTRs or other means of travel at U.S. Government expense on a separate line, identifying the travel order; dates of travel; Government Transportation Request (GTR) numbers and dates of issuance, or other means of travel at U.S. Government expense.

(c) Cross-reference a supplemental payment to the preceding payment under the same authorization.

(d) Enter collections of travel items previously paid on DD Form 1588, identifying the voucher on which such items were paid, including the reason or the reference to the authority for and method of

collection. Identify the collection voucher number and date. Under "remarks", identify the payments as cash collection, regular pay deduction, or travel voucher deduction, and so forth.

(e) An automated travel system automatically posts items (a) through (d) of the automated DD Form 1588. Send all information to the system to guarantee complete posting.

e. Transfer of record.

(1) Before a traveler changes permanent stations, the FAO/DAO receives a copy of the orders directing the transfer. On transfer, send the DD Form 1588 to the new PDS, unless an automated record keeping system is in use. If the latter, send to the gaining station either a statement that no open entries appear on the automated DD Form 1588, or information regarding any open entries. If the new duty station is unknown, see AR 37-104-3, Military Pay and Allowances Policy and Procedures - Active Component.

(2) Most inquiries on travel payments start with the traveler. The FAO/DAO servicing the traveler should be able to answer the majority of these by reviewing the DD Form 1588. When requesting information from a former duty station or DFAS-IN, provide the voucher number, the DSSN that made the payment, and the date of payment. Losing stations must maintain a copy of the DD Form 1588, either in computer memory or hard copy, for 12 months after a traveler transfers.

f. Action required when traveler reports without a DD Form 1588. When a traveler reports to a new PDS and the payroll suspense documents envelope does not contain a DD Form 1588 or the appropriate statement per paragraph 39-5.e., prepare an inquiry to the FAO/DAO of the traveler's last PDS asking for any available information that would assist the gaining installation in locating the DD Form 1588. Ask the losing FAO/DAO send the DD Form 1588 to the gaining FAO/DAO.

g. Loss of DD Form 1588.

(1) When DD Form 1588 is lost, deleted or misplaced, the traveler's servicing FAO/DAO opens a new record and writes "TEMPORARY" on manual cards or inputs a similar remark on the automated record. On locating the original record, transfer the data on the temporary record to the original and destroy the temporary unless it contains several entries. In the latter case, attach the temporary to the original record and note the original accordingly.

(2) If the lost, deleted or misplaced record is not recovered within 1 year from date of loss, line out the word "TEMPORARY" on the new record, noting that the original record cannot be found.

(3) If a person other than the traveler finds a DD Form 1588 and turns it in to an FAO/DAO, send it to the proper PDS. If the PDS can not be determined, see AR 37-104-3.

h. Disposition of DD Form 1588.

(1) *When a soldier separates.*

(a) Upon separation of a soldier other than for immediate reenlistment or reentry into the service, the FAO/DAO screens the DD Form 1588 to determine any amount(s) due the U.S. Government. If there is an amount "DUE US", forward it to Military Pay for collection. Note the DD Form 1588 to reflect this settlement. Attach all forms to copy 1 of the final separation military pay voucher (MPV). This includes DD Forms 1588 opened to record travel payments for soldiers serving an initial period of ADT of less than 6 months who performed travel other than that incident to call to or relief from ADT. If separated soldiers are eligible for dependent travel (other than retirements, discharges with severance pay, or releases to inactive duty with readjustment pay), note a copy of the final separation orders with any secondary dependency data from the DD Form 1588 and keep it in an A-Z file for 15 months after the soldier's release or date claim is received and processed, whichever is earlier. Attach the DD Forms 1588 to the final MPV and send to DFAS-IN for disposal per AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

(b) For a soldier who separates from the service and immediately reenlists or reenters the service, keep the DD Form 1588 at the soldier's separation station or send it to the soldier's new duty station, as appropriate.

(c) For a reserve component (RC) soldier being released from active duty to the home state National Guard or USAR unit, send the DD Form 1588 to the State USPFO or the supporting USAR RC Pay Support Office (RCPSO).

(2) *Absentee or deserter* For an absentee or deserter, see AR 630-10, Absence Without Leave and Desertion, for disposition of DD Form 1588. Note the soldier's status on the form.

(3) *Civilian employees* The FAO/DAO keeps the DD Form 1588 when making the last payment of travel allowances to a civilian employee on the latter's transfer to other than a DoD activity. Dispose of the retained DD Form 1588 per AR 25-400-2. For employees transferring to another DoD activity, release the DD Form 1588 to the traveler.

(4) *Completed forms* Use DD Form 1588 until all spaces have been either filled or disposed of per (1), above. Keep completed forms with new forms.

39-6. Allowances for Travel to Transition Station for Separation or Retirement

a. Separation.

(1) See AR 635-10, Processing Personnel for Separation, for conditions under which soldiers are assigned to transition stations or activities.

(2) When allowances for travel/transportation from the last PDS to the transition station are authorized, and per diem allowances are authorized at the transition station, use DD Form 1351-2 along with the usual substantiating documents.

(3) When there is no travel/transportation reimbursement and only per diem is payable for travel to and the period at the transition station, include the payment amount on the final transition payment authorization, DA Form 7003.

(a) Show complete itinerary in the appropriate block, and prepare continuation DA Form(s) 7003 as necessary.

(b) In an unused block in the entitlements column show the total amount payable with entitlement code 79, with the correct MDC.

(4) If payment can not be made by the transition FAO/DAO, send the claim to the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700.

b. Retirement. See paragraph 39-14i, or JFTR, Chapter 5, Part B for detailed entitlement procedures for retirement at a designated transition station or a location of the soldier's choosing.

Section II

Appropriations Available for Travel and Transportation Allowances

39-7. General.

a. Purpose. This paragraph provides instructions for determining the appropriation(s) chargeable for costs of travel and transportation allowances.

b. Sources and determination of appropriation. For chargeable U.S. Army appropriations use DFAS-IN Manual 37-100-FY, to determine the specific accounting classifications. Chargeable DoD, U.S. Air Force, U.S. Navy or U.S. Marine Corps appropriations are obtained from the accounting classifications cited in the orders or the applicable service's accounting manual. Use appropriations included in various Congressional Acts when applicable.

c. Detail of soldiers to the U.S. Navy, U.S. Air Force, or U.S. Marine Corps. Transfer of funds is not required when U.S. Army personnel are de-tailed for duty with other services. Charge the travel and transportation allowances due incident to the detail to the gaining service. The same principle applies for personnel detailed to the U.S. Army.

39-8. Permanent Change of Station (PCS)

a. Fiscal year appropriation to be charged.

(1) Except as provided in b below, charge the cost of a PCS to the fiscal year appropriation current on the effective date of orders.

(2) *Non-temporary storage (NTS) of household goods (HHG) for periods involving more than one fiscal year* When commercial storage of HHGs is continuous for a period involving more than one fiscal year, charge costs to the fiscal year appropriation current for the year in which the service is rendered.

(3) *Unit move* When a unit move is made, funds current on the estimated date of the unit's departure from its station are charged.

b. Appropriation "Military Personnel, Army" (MPA). Charge permanent change of station (PCS) costs to the MPA appropriation. A list of included costs, plus allotment serial numbers, is in DFAS-IN Manual 37-100-FY, chapter 310.

c. Movement designator code (MDC). MDCs are used instead of accounting classifications on PCS orders when costs are chargeable to the MPA appropriation. The conversion tables of MDCs are in DFAS-IN Manual 37-100-FY.

d. Military Assistance Program (MAP) activities. (See AR 1-75, Administrative and Logistical Support of Overseas Security Assistance Organizations.)

e. Leave travel in connection with consecutive overseas tours (COTs).

(1) Only leave taken between an overseas PDS and another overseas PDS is payable by the PCS appropriation. Leave taken between a Continental United States (CONUS) PDS and overseas Continental United States (OCONUS), or OCONUS to a CONUS PDS are not.

(2) When leave travel is performed in conjunction with in place consecutive overseas tours (IPCOT). Operation and Maintenance funds of the organization authorizing/approving the continuation tour are charged.

39-9. Determining Appropriations When Multiple Fiscal Years are Involved

a. Temporary duty (TDY).

(1) Charge per diem and transportation expenses to the fiscal year in which travel occurs.

(2) Charge other reimbursable expenses (OREs) to the fiscal year in which the expense occurs.

b. Transportation documents.

(1) A carrier does not enter into a contract until the transportation document is exchanged for a ticket. Therefore, charge the cost to the appropriation current on the date travel begins.

(2) The Movement Designated Code (MDC) contained in the PCS order or the transportation document is the accounting classification to be cited.

(3) If payment is made in the fiscal year before the one indicated by the MDC, charge current funds and later transfer costs to the proper fiscal year. Charge TDY transportation to the fiscal year in which purchased.

c. Orders with fund citations for two fiscal years.

When orders involving two fiscal years are issued before publication of next year's DFAS-IN Manual 37-100-FY, no amendment to add the new fiscal year fund cite is necessary. The FAO/DAO ensures that each fiscal year and accounting classification are charged the correct amounts.

39-10. Permanent change of station (PCS) with temporary duty (TDY) En Route

a. Temporary duty (TDY) of one day or less. Charge TDY of one day or less IAW paragraph 39-8.b above.

b. Temporary duty (TDY) of more than one day.

(1) *General TDY* of more than one day, for example, for briefing or special instructions, is funded by the agency requesting the TDY. The requesting agency is charged for all the TDY per diem allowances, and any transportation cost in excess of the direct travel from the old station to the new PDS. When the travel involves two fiscal years, split funds IAW paragraph 39-9.a.

(2) Charge per diem and expenses while awaiting transportation at ports, or during processing for separation or retirement, to the appropriation "MPA."

(3) Charge TDY en route or TDY and return, as follows:

(a) Charge per diem for TDY en route to the new PDS (except as provided in paragraph 39-11.c as listed in DFAS-IN Manual 37-100-FY).

(b) Charge travel and transportation for TDY en route to the MDC current on the effective date of the PCS orders.

(c) TDY at DA schools also is performed before or after a PCS (AR 614-6 (Permanent Change of Station Policy), AR 600-8-105 and DA Pam 600-8-11 (Military Personnel Office Separation Processing Procedures)). This requires issuing a special PCS order IAW AR 600-8-105, for the selected option. Charge costs as specified in DFAS-IN Manual 37-100-FY.

39-11. Temporary duty (TDY) Travel and Expense

a. Temporary duty (TDY) - general Charge TDY expenses to the appropriation cited on the orders. If travel involves two fiscal years, follow paragraph 39-9.

b. Travel and per diem by a soldier or civilian employee in support of instruction or training Charge additional costs for travel and TDY that relate to, or are part of, a course of instruction to the TDY school's Operation & Maintenance, Army (OMA) funds. This includes TDY travel and per diem for instruction of soldiers, assigned under PCS orders, for 20 or more weeks of training.

c. Attendance of soldiers at meetings of technical, scientific, professional, and other similar private organizations. See AR 1-211 (Attendance of Military and/or Civilian Personnel at Private Organization Meetings) and 37 USC 412.

d. Escorts for deceased soldiers Charge travel expenses of escorts to the appropriation "OMA" (open allotment).

e. Escorts and attendants for family members of soldiers.

(1) *Escorts* Use OMA funds to pay for travel expenses for escorts of family members traveling because of the death or missing status of a soldier, or when the soldier is unable to accompany his family members.

(2) *Attendants* Charge travel expenses of attendants from a place OCONUS to a medical facility in CONUS to the "OMA" open allotment.

(3) *Escorts or attendants traveling on PCS* When the escort or attendant is already traveling on a normal PCS order, charge only expenses over the cost of those for direct travel from the old PDS to the new PDS to the "OMA" open allotment.

f. Travel incident to activities of the "National Board for the Promotion of Rifle Practice." Charge expenses for travel to attend regional, national, and international competitions to the appropriation "National Board For The Promotion of Rifle Practice, Army."

g. Travel incident to interservice, national and international sports competitions See AR 215-1 (Administration of Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities).

h. TDY of soldiers requested by other agencies. When other Federal agencies request temporary services of soldiers, the Adjutant General (AG) or designee issues the travel orders. The order contains a statement that the requesting Federal agency reimburses the travel and transportation expenses. Charge the travel and transportation allowances to the TDY funds of the soldier's assigned station. Secure reimbursement from the Federal agency IAW Section XII.

39-12. Other Travel and Transportation

a. Reserve Components (RC), Army National Guard (ARNG) and Army Reserve (AR).

(1) *Travel in connection with "ADT with pay."* Charge the cost of travel and transportation from the place where ordered to duty to the duty point for a RC soldier to a TDY appropriation Operation and Maintenance, Army National Guard (OMARNG) or Operation and Maintenance, Army Reserve (OMAR) as appropriate. Charge TDY performed away from the ADT station to the agency directing the travel.

(2) *Travel in connection with Inactive Duty Training (IDT), "with/without pay" and Active Duty (AD), "without pay."* Charge the cost of travel and transportation entitlements for a RC soldier to a TDY appropriation "OMARNG," or "OMAR," as appropriate.

(3) *Travel in connection with Senior Reserve Officers' Training Course (SROTC), activities* Charge the cost of travel connected with SROTC activities to "OMAR" or "OMA," Sub-program 81, as appropriate. The cost includes authorized travel by:

(a) Members of the SROTC.

(b) Designated applicants for the SROTC.

(c) Cadets in the SROTC.

(d) Soldiers on active duty (AD), performing TDY in connection with activities of the SROTC.

(4) *National Guard (NG), travel connected with State activities.* Federal funds cannot be used to pay expenses of soldiers traveling in connection with activities of the National Guard of a particular State or possession under orders issued for the Governor

by adjutants general of the 50 States, territories and District of Columbia.

b. Charge travel of dependents and transportation of household goods (HHGs) of deceased soldiers. Charge costs to the appropriation available for PCS travel current on the date of death.

c. Costs incurred to return soldiers to military control. Charge the travel, transportation, lodging and subsistence expenses necessary for the apprehension and return of military prisoners, deserters, and absentees to military authorities to the appropriation Military Personnel, Army (MPA).

d. Civil functions, Corps of Engineers (COE).

(1) Charge travel expenses of soldiers assigned to the COE as follows:

(a) Charge the cost of soldiers to the appropriation of the project for TDY while assigned to the project as well as the PCS costs associated with their assignment to the project.

(b) For soldiers on a PCS between civil works projects, charge to the gaining project.

(c) For soldiers on a PCS back to the U.S. Army, charge to "MPA" fund cite.

(2) Transportation of dependents and HHGs. Charge authorized costs to the same appropriation as the soldier's travel.

e. Assignment, reassignment, or termination of U.S. Government quarters when no PCS order is issued. Charge all costs incurred in the movement of HHGs, including non-temporary storage (NTS) in U.S. Government facilities, to "OMA" funds.

f. Travel relating to Foreign Military Sales (FMS) Administrative budget funds.

(1) *Normal TDY for meetings, conferences.*

(a) For travel citing FMS administrative funds to attend meetings, conferences, seminars and the like, follow the rules for advance of funds and filing of settlement vouchers contained in this chapter and Chapter 14. These funds are made available through allotments or Military Inter-departmental Purchase Request (MIPR) issued by the Defense Finance and Accounting Service-Denver Center (DFAS-DE) or the appropriate military service activity.

(b) *Training at the Defense Institute for Security Assistance Management (DISAM)* Use funds issued as an allotment to DISAM and for which DISAM has issued specific authority to cite those funds on TDY or PCS with training en route on the military orders. Use of those funds is limited to CONUS travel to and from DISAM and authorized per diem allowances while at DISAM. Do not use those funds for transportation from OCONUS to port of entry in the US, port of embarkation to OCONUS duty station, nor for rental vehicles while at DISAM. When TDY to DISAM is directed in PCS orders, the advance is paid by the MDC appropriation. Upon settlement, charges are separated between the MDC and DISAM funds with DISAM paying only those charges cited in this paragraph. DISAM funds will not be used for any

other purpose without written authority from the Commandant, DISAM or authorized budget officer.

(2) PCS costs are borne wholly by the FMS administrative fund if the new PDS is a security assistance office or the new position to which assigned is wholly funded by the FMS administrative budget. Otherwise, if the PCS is in performance of the conditions of an accepted FMS case, follow the guidance in paragraph 1, above. If PCS orders authorize training at DISAM, clearly indicate split funding in the orders to assure charging of only those costs indicated in paragraph 1.b to the DISAM funds.

(a) Training TDY en route. When settling claims where training is performed en route, exercise care to assure costs are split between the funds financing the PCS entitlements and the TDY costs.

(b) Case funds.

1. TDY. Funding cited on travel orders for the performance of specified conditions on an FMS case must clearly indicate the country, case and line. Follow the fund citation rules in Chapter 35. Proper inclusion of these items is needed for performance reporting to the foreign country of monies used and services/materiel supplied.

2. PCS. While use of FMS case funds for PCS is not usual, instances and precedence do exist where the foreign country does pay for the uniformed service member or U.S. civilian employee PCS, with or without dependents, to a new PDS within the foreign country. If specific FMS case funds are cited for PCS, review the cited FMS case U.S. Form 1513 Letter of Offer and Acceptance for the terms that apply to PCS moves or other travel authorized by the foreign country.

Section III Travel Allowances

39-13. General

a. Applicability. This section supplements the JFTR, chapters 5 and 7, or the JTR as indicated.

b. Types of travel allowances. When a soldier or civilian employee officially travels, the U.S. Government is responsible for transportation in kind or transportation expenses for the travel, and a per diem allowance. The type of per diem allowance paid depends upon the mode of transportation reimbursed. Besides these entitlements, certain other expenses directly related to the ordered travel are reimbursable.

39-14. Permanent change of station (PCS)/Relocation Travel

a. Types of travel allowances for transportation on permanent change of station (PCS) Entitlement to travel and transportation allowances incident to PCS is outlined in the JFTR, Chapter 5, Part B or JTR, Chapter 4, Part C.

(1) *Transportation requests (GTR) or other similar documents.*

(a) When a GTR is not available, see JFTR, Chapter 5, Part B or JTR, Chapter 2, Part F.

(b) GTR or other similar documents issued.

1. Turn in any unused portion of a ticket obtained by a GTR to a transportation office (TO) at the destination (AR 55-355). Obtain a receipt (DD Form 730) for the unused portion of the ticket. The traveler is allowed PCS/MALT and per diem for the official distance of the ordered travel. Deduct the cost of the used portion of the GTR or other similar transportation document (stated on the DD Form 730) from the travel allowances on the individual's travel voucher.

2. When a soldier receives a GTR or other similar transportation document while en route between permanent stations, the transportation office (TO) prepares and forwards a DD Form 139 to DFAS-Indianapolis Center, ATTN: DFAS-IN/FJFBV, 8899 East 56th Street, Indianapolis, IN 46249-1501 for collection action. Pay the soldier PCS/MALT and per diem for the authorized distance between old and new stations. Do not delay payment of PCS/MALT and per diem to the soldier pending input of collection action by DFAS-IN.

(2) *Reimbursable expenses related to transportation.* Reimburse basic expenses incurred for travel to, from, or between carrier terminals when the traveler is furnished transportation in kind or is reimbursed for the actual cost of transportation. When travel is by public transportation, reimburse the usual taxicab, bus, streetcar, airport limousine, subway, or other public carrier fares.

(4) *Temporary Lodging Expense (TLE)* Ordinarily, the sign out date at the old PDS and the sign in date at the new PDS decide a soldier's eligibility for TLE. However, see the JFTR, Chapter 5, Part H when TLE is requested while a soldier is in the vicinity of the old or new PDS. TLE entitlement for dependents is in the JFTR, Chapter 5, Part H.

b. Transportation furnished soldiers without funds. Charge GTRs and other similar transportation documents and/or meal tickets issued to soldiers without funds, stragglers, and absentees who are absent for less than 30 days to the individual's pay account (see paragraph 39-14.a2). Charge a deserter the entire cost to the U.S. Government for the transportation required to return the deserter to military control from the point of apprehension or detention to delivery point. See AR 55-355.

c. POV shipment at government expense Use DD Form 788, Private Shipping Document, to support payment for shipping a POV at U.S. Government expense. The DD Form 788 substantiates travel to, from, or via the POV processing port. If a copy of the DD Form 788 is not provided, the traveler may use a signed statement containing the following information:

(1) The traveler's name, grade and ssn.

(2) Make and model of POV.

(3) That the POV was shipped at U.S. Government expense.

(4) The port of embarkation (POE).

(5) The port of debarkation (POD).

Should the finance officer still require a DD Form 788 (for example: when the claim is suspect) obtain a copy from the POD where the POV was picked up.

d. Additional Government Transportation Requests (GTRs), or other similar documents and/or meal tickets furnished to complete ordered travel.

(1) *Individual travel* When a traveler under PCS orders loses a GTR or other similar transportation document, or ticket(s) obtained with a GTR, and receives a replacement document or ticket to complete the directed travel, charge the traveler's pay account the cost of the replacement document (or ticket) less any refund(s) received by the U.S. Government. Give no credit to the traveler for any savings the U.S. Government realizes on this transaction.

(2) *Group travel.*

(a) When an individual traveling under group travel orders, and through no personal fault becomes separated from the group, the individual may receive, at no charge, an additional GTR and/or meal tickets to complete the journey.

(b) When an individual traveling under group travel orders becomes separated from the group due to personal fault, the individual bears all subsequent expenses incurred.

e. Allowances on reporting to first duty station, initial assignment and first duty station travel A person who enlists for the first time is furnished transportation and meal tickets for travel from place of enlistment to first duty station. See JFTR, Chapter 5, Part B. Entitlements for travel to first duty station for civilians is in JTR, Chapter 4, Part B.

f. Allowances on separation from the service to place from which called or ordered to active duty (AD) or home of selection (HOS).

(1) *General* See JFTR, Chapter 5, Part B or JTR Chapter 4, Part E. The JFTR paragraphs also apply when a soldier resigns from the service. See paragraph g, below, for involuntary separations under the drawdown, Voluntary Separation Incentive (VSI), or Special Separation Benefit (SSB) programs.

(2) *Advances* For advances against entitlements described above, see Section V, this chapter.

g. Allowances on travel to home of selection (HOS). Entitlements for this type of travel are in the JFTR, Chapter 5, Part B.

(1) *Hospitalization or medical treatment.*

(a) Travel entitlements to home of selection when a soldier undergoes hospitalization or medical treatment are found in the JFTR, Chapter 5, Part B. A signed statement from the responsible medical officer must support the soldier's claim for travel allowances. The statement will contain:

1. Information that the soldier was undergoing treatment on the date of termination of active duty, admitted to a hospital or began undergoing treatment within 1 year after termination of active duty.

2. The date the soldier entered the hospital or began medical treatment.

3. The date of discharge from the hospital or release from medical treatment.

(b) Installation commanders and major U.S. Army commanders may approve extensions of the time limitation specified above as follows:

1. The installation commander may approve an extension not to exceed 1 year beyond the initial time limitation.

2. The major U.S. Army commander may approve additional extensions, as required. Submit the request for an extension, prepared in the format prescribed in AR 55-71, Transportation of Personal Property and Related Services, to the nearest installation commander.

(2) *Education or training* When a soldier is undergoing education or training as specified in JFTR, Chapter 5, Part B, an extension must be obtained when travel to home of selection is not completed within 1-year after termination of active duty. The installation commander approves necessary time extensions. Submit the request for an extension, prepared in the format prescribed in AR 55-71, to the nearest installation commander. The request contains the name of the educational or training facility and the anticipated dates of enrollment and completion of education or training.

(3) Major U.S. Army commanders have the authority to grant an extension of the 1 year time limit in deserving cases not covered above. Such extensions cover only the estimated time required to complete the move. The request for an extension will explain, in detail, why the move cannot be completed within the time limit.

(4) For advances of the above entitlements, see Section V, this chapter.

(5) A soldier uses DD Form 1351-2 to claim personal and dependent travel to a home of selection. When the claim for reimbursement does not include dependent travel, put the word "NONE" on the first line of Item 12 under the word "NAME" on the revised DD Form 1351-2. In all cases, show that the travel was from last PDS or last duty station (as applicable) to home of selection, specifying the home of selection location/address in Item 30 (Remarks). The servicing transfer activity, separation point or transition point furnishes the soldier with the DD Form 1351-2.

(6) The following documents, plus those listed in this chapter, must support the travel claim.

(a) If retirement or separation was at a station other than the last PDS, attach two copies of orders transferring the soldier from the last PDS to place of retirement or separation to DD Form 1351-2.

(b) If the individual completes travel to a home of selection after 1 year from termination of active duty, attach a copy of the approval of extension of the time limitation to the DD Form 1351-2. If the reason for delay is due to hospitalization or medical treatment, a signed statement from the responsible medical officer may substitute for the approval of extension of time to the DD Form 1351-2.

h. Allowances on travel to home of selection (retirement at station of choice).

(1) I. These procedures apply to eligible soldiers who retire from a station of choice instead of the last PDS or authorized and directed place of retirement. AR 635-10, Processing Personnel for Separation, authorizes such an election. For verification of the appropriate Transition Activity, see appendix A of AR 635-10.

(2) *Retirement processing at station of choice* See JFTR, Chapter 5, Part B. The FAO/DAO servicing the station of choice pays the per diem due for the processing time at that station. That FAO/DAO also pays the travel and transportation allowances, per diem, or actual expense reimbursement due, as appropriate, from the last PDS to the port of entry. Forward a copy of the paid voucher, annotated "Travel Allowances Retirement" to the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700. The local FAO/DAO pays no travel or transportation allowances for travel in the United States.

(3) When entitlement for travel to home of selection exists, payment is made after the travel is completed. Pay travel allowances for soldiers who are CONUS residents stationed in CONUS from the station of choice to the home of selection. Limit reimbursement to the amount payable had the soldier processed at the authorized and directed station. Pay travel allowances to home of selection for other situations as follows:

(a) When a soldier retires at an authorized station while on leave, pay travel allowances only from that station where retirement processing occurred, to the ultimate home of selection. The allowances due under the provisions of this subparagraph will be settled by the Director, DFAS-IN, at the address in (2), above.

(b) If a soldier is outside the Continental United States (OCONUS) resident stationed overseas (other than home area of residence), and not required to be transshipped through CONUS, the FAO/DAO servicing the station where the soldier processed for retirement pays the claim. Forward copy of the paid voucher, annotated "Travel Allowances - Retirement," to the address in (2), above.

39-15. Withholding of Federal Income Tax for Civilian permanent change of station (PCS)

a. The Tax Reform Act of 1969 (as amended by the Tax Reform Act of 1976) (26 U.S.C 82 and 217)

broadened the scope of moving expenses which may, for income tax purposes, be deducted by an employee from the gross income, and for which the related reimbursement or allowance is not subject to tax withholding by the employer. The Internal Revenue Service (IRS) Publication 521 details the expenses, both direct and indirect, and the tax rules pertaining to those expenses.

b. Report all amounts paid to an employee as reimbursement or allowances for PCS on IRS TD Form W-2, Wage and Tax Statement. Taxable portions are placed in block 1, Wages, Tips and Other Compensation. Reimbursements not subject to taxation are placed in block 13, and coded with a "p" to identify the sums as excludable moving expense reimbursements. Give the payee's copies to the employee with the PCS payment.

c. Amounts which are defined as taxable income (including the Withholding Tax Allowance) are subject to a 28 percent deduction for Federal income tax. Depending on the traveler's retirement program, these amounts are also subject to withholdings for Medicare and/or FICA taxes. Show the taxable entitlements on the payment voucher, and the types and amounts of taxes withheld.

(1) Disbursing offices outside the United States. Credit amounts Federal income tax deducted from the payment voucher to the account specified in DFAS-IN Manual 37-100-FY and pay to the IRS in the same manner as income taxes withheld from civilian payrolls.

(2) FAOs/DAOs in the United States. Federal income tax amounts deducted from the payment voucher are paid to the appropriate Federal Reserve Bank. As an alternative, credit the Federal withholding account for inclusion with the next regular payment of tax withheld from the civilian payroll. FAOs/DAOs are encouraged to obtain a separate Employee Identification Number for payment of taxes withheld from travel vouchers as a means of facilitating reconciliation.

d. *Preparing IRS Forms 4782* Prepare an Employee Moving Expense Information Form (IRS Form 4782) showing a detailed breakdown of reimbursements or payments of moving expenses, each time a TD Form W-2 is issued. Attach the IRS Form 4782 to the employee's copies of the TD Form W-2.

39-16. Temporary duty (TDY) Travel

a. *Types of travel allowances for TDY travel.* Entitlements for group travel, per diem allowances, transportation and associated miscellaneous reimbursable expenses for official TDY travel are in JFTR, Chapter 4, Parts A,B,F. For civilians, the transportation entitlements are in JTR, Chapter 4, Part J or L, and reimbursable miscellaneous expenses are in JTR, Chapter 4, Part O.

b. *Registration fees.*

(1) Reimbursement is authorized for registration fees charged by U.S. Army command(s), agencies and activities for conferences, meetings or seminars (see JFTR, Chapter 4, Part F or JTR, Chapter 4, Part O. Fees cover the cost of guest speakers, and administration expenses (that is; book pamphlets, certificates, and supplies.) Itemize registration fees show what costs the fees cover. If a registration fee is not itemized by the event hosts, the traveler requests itemization before submitting the registration fee for reimbursement.

(2) Registration fees incident to attendance at meetings and conferences of private organizations:

(a) 37 U.S.C.412 provides that DoD appropriations available for travel may not, without approval of the Secretary of the Army, or his designee, be used for expenses incident to a soldier's attendance at meetings sponsored by technical, scientific, professional, or other non-federal organizations (see AR 1-211.)

(b) 5 U.S.C. 5946 provides that unless authorized by the express terms of an appropriations act, or by 5 U.S.C. 4109 or 4110, appropriated funds may not be used to pay the expenses of an individual to attend the meetings or conventions of members of a society or association. See JTR, Chapter 4, Parts K and O.

(c) Attendance at meetings of private organizations required in the normal performance of official duties may be authorized in the orders without prior approval of the Secretary of the Army. Reimburse registration fees incident to this duty. The attendee pays for meals and lodging and claims reimbursement on a per diem or actual expense basis.

(d) Reimburse registration fees for authorized attendance at meetings of private organizations based on JFTR, Chapter 4, Part F or JTR, chapter 4, part K or O. A receipt is required for reimbursement when the registration fee exceeds \$25.00. When the registration fee includes meals or lodging, compute per diem as though the U.S. Government furnished the meals or lodging see JFTR, Chapter 4, Part B or JTR, Chapter 4, Part L. Obtain this information about meals and lodging from the traveler.

(3) When meetings or conferences are held in a local area and travel order is not issued, use the Public Voucher for Purchases and Services Other Than Personal (Standard Form 1034) for reimbursement of registration fees. The SF 1034 is approved in the same manner as required for reimbursements on DD Form 1351-2. In the event such attendance is authorized on a travel order, reimbursement pay on a DD Form 1351-2.

c. *Early reporting for TDY (including courses of instruction).*

(1) Travelers may not receive per diem allowances for reporting to TDY stations before the reporting date specified in the orders or before the date the

TDY (other than courses of instruction) is scheduled to begin.

(2) Correct the early reporting to courses of instruction between permanent duty stations when such courses of instruction are less than 20 weeks by amended or corrected orders, provided the early reporting is not solely for the soldier's personal convenience. The commandant of the service school takes the corrective assignment action.

d. Continuation of per diem allowance. Per diem allowances continue when soldiers are at the TDY stations (service schools) in an attached non-student status pending orders, port calls, elimination proceedings, the starting of an additional course of instruction, other administrative delays, or for any reason not a result of a soldier's personal request.

e. Communication services. These services include telephone calls, telefax transmissions, and telegraph messages. Entitlements are explained in the JFTR, Chapter 4, Part F or the JTR, Chapter 4, Part O. On the claim for reimbursement show the name and telephone number of the party con-tacted, the points between which service oc-curred, the date and the amount paid for the ser-vice, and that it was official business in the inter-est of the U.S. Government. Approval for these items must be made on the DD Form 1351-2. No entitlement exists for reimbursement within DoD of personal telephone calls while on TDY.

f. Reimbursement for nonrefundable room deposits.

(1) When orders are amended, modified, canceled or revoked, see JFTR, Chapter 4, Part F or JTR, Chapter 4, Part L and O.

(2) Make claims for reimbursement on the travel voucher. Provide a receipt showing the name of the facility, dates of use, amount paid, and statement that the expenses were necessary and that the deposit was nonrefundable. When applicable, a statement of nonavailability of government quarters will accompany the claim.

g. Automated Teller Machine (ATM). Administrative fees billed on a traveler's U.S. Government charge card for obtaining travel advances via an ATM are charged on the traveler's withdrawal. Do not reimburse fees charged on withdrawals over the maximum authorized advance. Support claims for fees of over \$25 by proof of withdrawal. For implementation of the ATM, see Section XIV.

39-17. Field Duty

a. Purpose. This section prescribes policies and procedures for TDY per diem allowances to soldiers and civilians who participate in activities designated as field duty by appropriate authorities. These activities include maneuvers, field exercises, war games, or similar types of exercises. See the JFTR, Appendix A or the JTR Appendix D, for definitions of field duty. Entitlements under field duty conditions are in the JFTR, Chapter 4, Part B, or the JTR, Chapter 4, Part L.

b. Responsibilities.

(1) The order issuing authority ensures orders comply with AR 600-8-105, cite the appropriate regulation (JFTR/JTR) and the period for which applicable, and coordinate order issuance for joint actions with other services to ensure equal entitlements for all military and civilian participants.

(2) The senior commander, of operations or exercise director issues "statements of nonavailability" when U.S. Government quarters or U.S. Government mess are unavailable to soldiers and civilians during stated period of exercise.

c. Mobilization. Soldiers engaged in training are carried as TDY with station indicated. This includes soldiers on full-time active duty, such as annual training (AT), active duty training (ADT), initial active duty for training (IADT).

d. Unauthorized per diem allowances.

(1) TDY per diem allowances or actual expense allowances are not authorized:

(a) While soldiers or civilian employees are participating in maneuvers or exercises (including duty as advisors, observers, umpires and full time manning (FTM) assignees) when both subsistence and quarters are available or furnished, whether or not such facilities are used.

(b) When soldiers participate in survival training that requires them to search for food and improvise shelter.

(c) For periods of field duty as part of a course curriculum.

(2) Per diem allowances are payable to soldiers for whom this limitation applies for the following:

(a) Individual or non-group travel through 2400 hours on the day of arrival at the site of the exercise and from 0001 hours on the day of departure. This is true if these days are or are not included in the period of the actual operation of the exercise.

(b) Occasional meals or quarters obtained in the circumstances described in JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M.

e. Authorized per diem allowances.

(1) Per diem is payable while on field duty only as stated in the JFTR, Chapter 4, Part B or JTR, Chapter 4, Part L.

(2) Per diem is authorized for TDY away from the site of the exercise under the following conditions:

(a) Soldiers performing official travel requiring an absence of over 24 hours from the site of the exercise are entitled to per diem as prescribed for other types of authorized TDY. DD Form 1610 must support payment of per diem.

(b) Soldiers performing official travel requiring an absence of 24 hours or less from the site of the exercise, who must obtain meals or quarters from commercial facilities during these absences, are reimbursed as per JFTR, Chapter 4, Part B. A memorandum must support this payment.

(c) Per diem allowances are payable to U.S. Army personnel outlined in paragraph c., above, on TDY in

SUPPORT of training encampments for ROTC students during the entire TDY period. These personnel (advisors, instructors, and so forth) provide support and are specifically authorized to be quartered and subsisted separately. All active duty personnel, including AG and Active Component FTM, who serve WITH the training groups under field conditions will not receive per diem.

f. Sleeping accommodations and subsistence under field conditions. Sleeping accommodations and subsistence provided under field conditions or at RC training encampments or exercise sites, are those quarters and rations furnished or made available to all soldiers by (or on behalf of) the U.S. Government, whether or not used by the soldiers. There is no entitlement for per diem allowances under these conditions. Soldiers attending survival training exercises where they search for food and improvise shelter are considered to have rations and quarters furnished under field conditions.

(1) The installation commander or other official in control of housing at an exercise location designates buildings or structures for use by soldiers participating in maneuvers or exercises at that location. The State Adjutant General or MUSARC commander performs this function for RC training encampments, maneuvers, and exercises. Sleeping accommodations or quarters furnished without charge include:

(a) Those normally associated with duty under field conditions such as tents, dugouts, lean-tos, or structures not suitable for regular occupancy.

(b) Contract billeting furnished without charge.

(c) Those structures or buildings specifically constructed, designated, or established for personnel participating in maneuvers or exercises. (These do not include those normally available on the installation, such as transient quarters, permanent bachelor officer quarters (BOQ), or bachelor enlisted quarters (BEQ).)

(2) Subsistence under field conditions includes rations prepared in a kitchen or dining facility or meals prepared common to the operation and made available to the soldiers. This includes:

(a) Kitchen and dining facilities provided under a mobility concept.

(b) Other facilities not suitable for regular meal service (see AR 30-18, Army Troop Issue Subsistence Activity Operating Procedures.)

(c) Cold prepared rations common to the operation and made available at no charge.

g. Charges for U.S. Government quarters and dining facilities.

(1) Soldiers not entitled to per diem allowances will not be assessed room, maid, or service charges to use U.S. Government quarters. Charges for services (such as laundering of linens) provided while billeting these personnel in designated exercise or maneuver structures are charged to the funds available to the installation responsible for furnishing logistical

support (see AR 210-50, Family Housing Management.)

(2) Soldiers entitled to per diem are assessed charges for use of U.S. Government quarters IAW AR 210-50.

(3) Charges for dining facilities are explained in the JFTR, Chapter 4, Part B or C. See also AR 600-38, Meal Card Management System and AR 37-104-3.

(4) Meal tickets are issued only for periods of travel when it is impracticable to furnish subsistence in kind under issue procedures in AR 30-18. Officers receiving meal tickets or rations in kind while en route, are not entitled to BAS.

h. Travel orders. Travel orders for individuals or groups to participate in exercises or encampments on military installations will be issued under AR 600-8-105 or the JTR, Chapter 3, Part D.

(1) *Soldiers* When practicable, use group travel orders for soldiers traveling with or in support of a maneuver or exercise. Orders will include the following information:

(a) Group travel orders will state "All travel and TDY directed by this order are of a type governed by JFTR, Chapter 4, Part A." Orders of this type require that U.S. Government transportation and subsistence in kind or meal tickets be available for the period of travel. See JFTR, Chapter 4, Part A, AR 600-8-105, or AR 55-113, Movement of Units Within continental United States.

(b) Individual travel orders will state, "All temporary duty, excluding travel to and from the site of _____ (type of activity as appropriate) directed by this order, is governed by the JFTR, Chapter 4, Part A." Make appropriate changes when necessary (for example: soldiers traveling under individual or non-group orders are required to perform TDY en route).

(c) Active guard reserve (AGR)/full time manning (FTM) personnel use DD Form 1610 to indicate travel status away from their permanent AGR/FTM duty station. Since they are already on AD at a designated permanent duty station, they cannot be included on State or Major United States Army Reserve Command (MUSARC), orders, training schedules, or rosters ordering the unit to AT. As an exception, AGR/FTM personnel may be included on a roster to the unit order, when such annexes are issued, that in effect is a group travel order using orders format 400. Item 16 of DD Form 1610 must contain the statement in (a) or (b), as applicable.

(2) *Civilians* Civilians may be included on group orders, as long as the orders contain the provisions required in the JTR, Chapter 3, Part D. Individual orders are issued, to conform to the requirements of the JTR, Chapter 3, Part D.

i. Memoranda to support travel vouchers.

(1) When there is entitlement to TDY allowances under this regulation, the director or commander of the maneuver or exercise provides the soldiers an administrative memorandum to support their travel

vouchers. When feasible, include the required information in the travel orders. Subsequent changes are made by amendment. Modify the contents and format as appropriate.

(2) Per diem entitlements for U.S. Army soldiers who participate in joint maneuvers or exercises conducted on military installations other than U.S. Army are governed by the regulation of the Service hosting the exercise. Cite the governing regulation of the host Service in the memoranda issued by maneuver or exercise directors or commanders to support the soldiers' travel vouchers.

(3) Travel vouchers will show the opening and closing dates of the exercise, and give the authority and date. Vouchers do not need copies of memoranda attached when the information is in the travel orders.

Section IV

Travel of Soldiers of the Reserve Components and Persons in Special Categories, Including Expenses Incident to Military Courts/Boards and Recruiting Expenses

39-18. Reserve Component (RC) Soldiers Called to Active Duty (AD) With or Without Pay

a. Active duty (AD) with pay.

(1) Soldiers of the Reserve Components (RC) ordered to Active Duty (AD) with pay, including Annual Training (AT) or other short periods of AD, are entitled to travel and transportation allowances to and from places of training as prescribed in the JFTR, Chapter 7, Part G. Pay a mileage allowance for travel at personal expense to and from training duty station when there is no entitlement to per diem allowances at the duty station. Pay a monetary allowance in lieu of transportation (MALT) and per diem for travel at personal expense to and from training duty station when per diem is payable at the duty station.

(2) Travel allowances are not payable (including those authorized under the JFTR, Chapter 3, Part F) for travel between the home/place from which called to active duty to the duty site when duty is under the conditions stated in JFTR, Chapter 7, Part G. The soldier is entitled to payment for one round trip (to and from the training site) as prescribed in paragraph a above.

(3) Pay advances of per diem and travel allowances as follows:

(a) The servicing FAO/DAO pays advances to soldiers on active duty for training IAW procedures in Section V, this chapter. There is no authorization for advance payments for travel to and from the active duty or training duty stations.

(b) For ARNG soldiers, advances of per diem before departure for TDY IAW Section V, may be made. Submit requests for these advances to the USPFO at least three weeks before departure for TDY.

(4) Service charge for meals and quarters are as follows:

(a) When there is no entitlement to per diem allowances, there is no service charge for use of U.S. Government quarters. The cost of services (such as laundering of linens) provided while billeting these personnel are chargeable to Operation and Maintenance, Army National Guard (OMARNG), Operation and Maintenance, Army Reserve (OMAR) or, funds available to the installation responsible for furnishing logistical support. Enlisted soldiers are subsisted without charge. Meal rates for officers are as prescribed in AR 30-1, The Army Food Service Program.

(b) Personnel entitled to per diem are assessed service charges for use of U.S. Government quarters according to AR 210-50.

(5) Voucher forms for payment:

(a) Pay travel allowances on DA Form 7003 when payment of mileage is the proper reimbursement for travel to and from the duty station for AT and there is no entitlement to a per diem allowance while at the training duty station nor to a per diem allowance on the day of arrival at or departure from the duty station.

(b) Pay entitlements on DD Form 1351-2 when there are entitlements other than mileage payable.

(c) When the U.S. Government provides transportation and subsistence in kind for all travel involved to and from training stations or assembly points, and no travel or transportation allowances are due (including per diem allowances while at the training duty station), make a notation on DA Form 7003 that travel and per diem allowances were not due.

(d) See section I, for substantiation of vouchers. In addition, the FAO/DAO ensures that:

1. Statements of nonavailability of quarters and/or mess support all payments for per diem allowances, when necessary.

2. Orders are correct and identify the duty directed and completed. The designation of the duty (such as, AT, ADT, or short periods of AD), the accounting classification, and the authority should be in agreement.

(e) The vouchers are forwarded to the FAO/DAO designated by the commander of the U.S. Army area or the overseas command.

b. Active duty (AD) without pay.

(1) When RC soldiers are ordered to active duty without pay, entitlement to travel and transportation allowances to and from such duty are prescribed in JFTR, Chapter 7, Part G.

(2) When no quarters and/or subsistence in kind are available at points of training or other duty station, include the claim for quarters and/or subsistence on the travel voucher. A statement from the commander at the duty point on the nonavailability of quarters and/or messing facilities must support the voucher. No per diem allowances are payable for any period soldiers are at their training duty stations when both

U.S. Government quarters and/or subsistence are furnished.

(3) For appropriations chargeable, see Section II, this chapter, and DFAS-IN Manual 37-100-FY.

(4) Vouchers for USAR soldiers are forwarded to the FAO/DAO designated by AR 5-9 (Intraservice Support Installation Area Coordination), the overseas area commander, or the CG ARPERCEN. Vouchers for ARNG soldiers are submitted to the USPFO, computed and certified for disbursement before being forwarded to the paying FAO/DAO.

39-19. Reserve Component (RC) Soldiers Ordered to Inactive Duty for Training (IDT) With or Without Pay

a. Inactive duty (IDT) with pay.

(1) Attach two copies of the orders directing the duty at other than the unit headquarters to the voucher. In addition, take the following action:

(2) The unit commander or personnel office forwards the original and copies of the travel voucher to the official authorized to approve travel vouchers. The approving official inserts a signed statement on the voucher showing the date(s) the payee was entitled to pay for IDT. The voucher and all copies are forwarded to the FAO/DAO designated to make payment.

(3) The FAO/DAO designated makes payment and returns one completed copy of the voucher to the unit commander and gives one copy to the payee.

b. Inactive duty (IDT) without pay.

(1) Orders must direct RC soldiers to IDT without pay at a place other than the location of their unit or home station for TDY entitlements to accrue. No per diem allowances are payable for any period soldiers are at their unit or home station.

(2) Make payment for travel allowances on DD Form 1351-2 (see Section I for preparation of vouchers). Authorized reimbursements when either quarters and/or subsistence are not available are annotated on DD Form 1351-2.

39-20. Members of the Senior Reserve Officers' Training Corps (SROTC)

a. General.

(1) Members of the SROTC are:

(a) Students pursuing the basic course (MS-I and MS-II) and advance course (MS-III and MS-IV) of the SROTC program.

(b) Cadets receiving training under the financial assistance program for specially selected members under the SROTC program (10 U.S.C. 2107).

(2) Applicants are individuals who have:

(a) Applied for ROTC financial assistance under the SROTC program. Selectees are notified by letter; their travel to an educational institution is in an applicant status. After arrival at the institution of choice, the applicant enlists in the U.S. Army Reserve, contracts with the Secretary of the Army for

military obligations, and becomes a ROTC cadet under the financial assistance program.

(b) Applied for admission to the basic course, ROTC program. These applicants have 4 academic years remaining at an educational institution conducting the basic course of the ROTC program. Applicants with less than 4 academic years remaining who receive constructive credit for ROTC under the provisions of AR 145-1 (Senior ROTC Program: Organization, Administration, and Training) may qualify for admission.

(c) Applied for admission to the advanced course, SROTC program. These applicants have 2 academic years remaining at an educational institution but have not completed the first 2 years of a 4-year SROTC course. Such applicants may qualify for admission to the advanced course by attending and successfully completing field training of not less than 6 weeks at established ROTC basic summer camps.

b. Applicants.

(1) When traveling to an educational institution:

(a) An applicant for enrollment in the SROTC financial assistance program is entitled to permanent change of station (PCS) allowances prescribed for officers in JFTR, Chapter 7, for initial travel to an educational institution incident to appointment as a cadet in the Reserve of an armed force. Travel and transportation allowances must not exceed those authorized for the official distance from the place the cadet states is his/her actual permanent place of abode, home, school, or duty station at the time of travel to the educational institution. The selection letter is the authority for using U.S. Government obtained or U.S. Government transportation to the educational institution.

(b) If the home of the financial assistance program applicant is outside the United States (U.S.), entitlement is to U.S. Government transportation, or U.S. Government obtained transportation, from an appropriate point overseas in the country of residence to a port of debarkation (POD) in the U.S. The applicant requests that the U.S. Government provide transportation and presents the selection letter and instruction sheet enclosed with it to the commander of the nearest military installation or the United States Military Attache of the country in which he/she is located, to initiate issuance of orders (see AR 600-8-105) for transportation to the U.S.

(2) Entitlement for applicants for admission to the advanced course SROTC program is to travel and transportation allowances for travel to and from ROTC basic summer camps for training as prescribed in c. below.

(3) Make payment on a DD Form 1351-2. Use copies of the selection letter received by the applicant advising of his/her appointment as the authority for travel to the institution instead of travel orders. Attach a copy of the letter to the original and retained copies of the voucher. In addition, the cadet furnishes a statement that the place travel began as

shown on the voucher was his/her abode, home, or duty station at the time of appointment. If travel began from a place besides the one the letter was sent to, include an explanation. A statement typed on the voucher and signed by the cadet is acceptable.

c. Field training.

(1) When traveling to and from places of field training:

(a) A student receiving training under the SROTC program, a cadet under the financial assistance program of the SROTC program, or a designated applicant for membership in the advanced course, SROTC program, is entitled to transportation and subsistence for travel under competent orders as follows:

1. From home or location of the ROTC unit, as specified in the orders, to place designated for field training, and return.

2. Transportation includes sleeping accommodations, if available and required, and is by U.S. Government conveyance or GTR. Subsistence is by meal tickets, box lunches, or U.S. Government-prepared meals.

(b) Mileage is payable when no transportation and subsistence is provided. Pay mileage for the return trip to the home or location of the ROTC unit before the student or applicant departs the place of field training.

(2) All members of, and designated applicants for membership in, the SROTC who travel to field training will not receive per diem when U.S. Government quarters and mess are available while undergoing such field training. For TDY away from the place of field training, or when U.S. Government quarters and/or mess are not available, members of the SROTC program are entitled to the travel and transportation allowances prescribed in JFTR, Chapter 4, Part E as modified by the provision of JFTR, Chapter 7, Part G.

d. Students ordered to active duty (AD).

(1) Limit travel allowances to the official distance from home or place from which ordered to AD to the first duty station.

(2) A student who fails to complete the advanced ROTC training, or who completes the training and declines to accept a commission and is ordered to AD in an enlisted grade, is entitled to the PCS allowances prescribed in JFTR, Chapter 5, Part B for travel completed.

e. Senior Reserve Officers' Training Corps (SROTC) students and applicants for membership in the Reserve Officers' Training Corps (ROTC) qualifying examinations, other examinations and observations. When deemed appropriate by competent authority, SROTC students (MS-I through MS-IV) and designated applicants for membership in the SROTC program are entitled to transportation in kind for travel incident to qualifying examinations, other examinations, or visits for observation between the home or institution and military installation and return

to home or institution. The U.S. Government furnishes transportation, including sleeping accommodations if required and available, and furnishes subsistence using meal tickets, box lunches, or government-prepared meals.

f. Travel of cadets.

(1) Entitlement for a cadet receiving training under the financial assistance program is to TDY travel and transportation allowances prescribed for a cadet or midshipman of a military academy in JFTR, Chapter 7, Part A.

(2) For travel to and from places of field training, see paragraph c., above.

(3) When deemed appropriate by competent authority of the service concerned, a cadet may be furnished transportation and subsistence IAW paragraph e, for travel to and from an installation when necessary to observe military functions, operations, and equipment, or for other types of observation.

(4) A cadet appointed as a regular or reserve officer and ordered to active duty is entitled to the PCS allowances prescribed in JFTR, Chapter 5, Parts A and B. Unless otherwise provided, entitlements will not to exceed the official distance from the home or school designated in the orders, to the first duty station, via any TDY stations.

(5) A financial assistance program cadet, discharged or disenrolled from the SROTC program, is entitled to the travel allowances authorized in JFTR, Chapter 7, Part G, from school to his/her home or actual abode provided the cadet does not continue the instruction at the same educational institution. Payment of travel allowances without the actual performance of travel is not authorized.

(6) A cadet must provide a statement showing his/her actual permanent place of abode or home related to initial travel to the institution after arrival at the institution. That place remains the home for travel and transportation allowances during the period the cadet is at the educational institution(s) under the ROTC program. The instructions under the definition of "Home of Record" in JFTR, Appendix A, are applicable when it is necessary to correct the home of record (HOR) originally named in error at the time of entering the institution under the program.

(7) Post graduate work before call to active duty. A cadet, graduated and commissioned after completion of the ROTC program, but not immediately called to AD, who pursues post graduate work, is not entitled to travel allowances until travel is actually performed. The entitlement in d above, then applies.

39-21. Physical or Qualifying Examinations

a. Travel relating to physical or qualifying examinations.

(1) Travel allowances to and from medical examining facilities is IAW the JFTR, Chapter 7, Part I. Authorization is necessary for travel related to physical examinations. These examinations are IAW

the policies and procedures established by the Secretary of the Army.

(a) This applies to the following RC soldiers who are:

1. Otherwise qualified for reenlistment in the U.S. Army National Guard or U.S. Army Reserve, who require physical examinations.

2. Applying for voluntary order to a period of active duty requiring qualifying physical examinations before entry on such duty.

3. Involuntarily ordered to a period of AD requiring qualifying physical examinations before entry on such duty.

4. Required to take periodic medical examinations under the provisions of 10 U.S.C. 1004.

5. Required to take physical examinations to determine medical fitness for flight training. This also includes members of the SROTC program required to take a physical examination for the same purpose.

6. Required to take a physical examination for promotion.

(b) Also included are Standby Reservists, when arranged for by the Commander, US Army ARPERCEN, as authorized by AR 40-501, Standards of Medical Fitness.

(2) Entitlements to travel and transportation allowances for applicants and rejected applicants for enlistment in the active Army (AA), U.S. Army National Guard (ARNG), U.S. Army Reserve (USAR), or Senior Reserve Officer's Training Corps (SROTC) program (including the scholarship program or membership in the SROTC program) are as follows:

(a) Travel from where they apply for enlistment or from their homes to the place (or places) of physical examinations, qualifying examinations, other processing, and/or place of acceptance of enlistment.

(b) Return travel in the event applicants are rejected or are accepted and ordered to their homes to await further orders or a reporting date.

(c) Applicants use U.S. Government-procured or U.S. Government transportation and meal tickets to the extent available as determined by the military entrance processing station (MEPS) commander; the U.S. Army Recruiting Battalion commander; the State adjutant general; or the USAR MUSARC commander, as appropriate. There is no reimbursement if available transportation and meal tickets are not used. If transportation and meal tickets are not available, the applicant is entitled to the travel allowances authorized for a PCS, IAW JFTR, Chapter 3, part B; or AR 601-270 (Military Entrance Processing Stations (MEPS)).

(d) No per diem allowance is payable for any period an applicant is at a MEPS for processing when both mess and quarters are available. This prohibition does not preclude payment of per diem allowance when the applicant must obtain meals, quarters, or both, from commercial or nonappropriated fund sources, or use U.S. Government quarters while

traveling incident to enlistment (application) processing IAW JFTR, Chapter 4, Part B.

(3) There is no entitlement to travel allowances for applicants for appointment as RC officers when traveling to and from place of physical examination. See 35 Comp.Gen. 493.

b. Payment procedures.

(1) Make settlement for travel allowances or reimbursement for transportation and subsistence expenses for RC soldiers and applicants or rejected applicants for enlistment on DD Form 1351-2 or SF 1164 (Claim for Reimbursement for Expenditures on Official Business).

(a) Soldiers or applicants who travel to a U.S. Army medical treatment facility are paid authorized travel allowances by the FAO/DAO servicing the facility.

(b) Vouchers for authorized travel allowances of soldiers or applicants who travel to a Veterans' Administration hospital are forwarded to the commander of the United States Army area in which the soldier resides. Upon completion of processing, the vouchers are forwarded for payment to the FAO/DAO designated by the commander of the United States Army area.

(2) The commander of the recruiting battalion has authority to approve the travel claims of applicants for enlistment in the active Army (AA). Where an applicant has entitlement to travel expense reimbursement due to the nonavailability of U.S. Government transportation or U.S. Government procured transportation and meal tickets, a travel claim prepared with the help of the recruiter is submitted to the recruiting battalion commander, who will show approval by signing in the appropriate place on the claim form. The recruiting battalion commander then forwards the claim to the FAO/DAO servicing the recruiting battalion for payment.

(3) For substantiation of payment and for preparation of vouchers, see Sections I and VII.

39-22. Expenses Incident to Civil Courts, Military Courts, and Boards

a. Military personnel.

(1) A soldier on active duty, when required to appear as a witness for the U.S. in any case involving the uniformed services, shall receive the travel and transportation allowances as prescribed in this chapter, payable from the funds of the requesting service.

(2) A soldier on active duty, when required to appear as a witness for the U.S. in any case not involving the uniformed services, shall receive the following transportation or transportation allowances and per diem as prescribed by the Administrator of General Services, pursuant to 28 U.S.C. 1821:

(a) Transportation charges.

1. Necessary expenses incident to travel by common carrier.

2. If travel is by privately owned conveyance (POC), a mileage allowance at a rate not to exceed that prescribed in 5 U.S.C. 5704.

3. Toll charges, taxicab fares and parking fees allowed by 28 U.S.C. 1821(c)(3).

(b) A per diem allowance in lieu of subsistence, not to exceed the rate of per diem as prescribed in, or established pursuant to, 5 U.S.C. 5702. The subpoena or letter requesting attendance specifies the rates payable and cites the appropriation chargeable. Payment may be made by the FAO/DAO and reimbursement obtained from the Department of Justice. For payment procedures, see paragraph 39-25.

(3) An RC soldier on AD, when required to travel to appear before military courts or an Article 32, Uniform Code of Military Justice (UCMJ) investigation as a witness, is in a TDY status. For entitlement to travel and transportation allowances, see JFTR, Chapter 7, Part E.

(4) When a soldier on AD receives a subpoena to appear as a witness for a State, the District of Columbia, a Committee of Congress, a private individual, or a corporation, the soldier will not receive any allowances for travel and transportation from the Service with which he is serving. Arrangements for payment of the travel and subsistence expenses of the witness are made in advance between the witness and the individual or agency desiring his testimony.

c. Retired military personnel not on active duty, summoned by competent orders to serve as witnesses before Article 32, UCMJ, investigation or other military or civilian courts These personnel are entitled to the per diem compensation and mileage provided for civilian witnesses not in the employ of the U.S. Government. See 28 U.S.C. 1821.

d. Civilian employees, travel as witnesses See JTR, Chapter 4, Part K.

(1) A civilian employee of the DA appearing for the U.S. in cases involving other than the performance of his official duties, or information obtained through the performance of regularly assigned duties, is paid the following transportation and per diem allowances under regulations prescribed by the United States Attorney General:

(a) *Transportation charges.*

1. Necessary expenses incident to travel by common carrier.

2. If travel is by POC, mileage allowance at a rate not to exceed that prescribed in 5 U.S.C. 5704.

(b) *A per diem allowance instead of subsistence, not to exceed the rate of per diem established pursuant to 5 U.S.C. 5703.* The subpoena or letter requesting attendance specifies the rates payable and cites the appropriation chargeable. Payment may be made by a FAO/DAO and reimbursement obtained from the Department of Justice.

(2) A civilian employee of the U.S. Government, subpoenaed or required to serve as a witness before

a military court or requested to appear as a witness before an Article 32, UCMJ investigation, for the U.S. is entitled to necessary expenses incident to travel by common carrier, or mileage if travel is by POC, plus a per diem allowance. See JTR, Chapter 4, Part J or N.

e. Persons not in U.S. Government employ.

(1) Persons not employed by the U.S. Government, when called as witnesses before military courts, are entitled to fees and mileage allowed to witnesses required to attend courts of the U.S. (contiguous 48 states and District of Columbia. See 28 U.S.C. 1821; Article 32, UCMJ; 10 U.S.C., 847; 1 Comp. Gen. 347 and 36 Comp. Gen. 777). Persons not employed by the U.S. Government, when requested as witnesses before an Article 32, UCMJ investigation, are entitled to mileage. See 10 U.S.C. 832; 50 Comp. Gen. 810.

(a) Transportation expenses as follows:

1. Entitlement for a witness not in the U.S.

Government employ, is to mileage at the rates provided in 5 U.S.C. 5704. See JTR, Chapter 4, Part N for use of POC between residences and place of trial or investigation, and return. Entitlement to mileage exists although the witness's residence and the place of trial are both in the same city.

2. When the U.S. Government provides transportation in kind, the witness may receive the rate described in (1), for use of POC from residence to and from common carrier terminals and/or any applicable expenses shown in (b) below.

3. Despite the mode of travel actually used, the payable mileage is computed based on highway distances as stated in any generally accepted highway mileage guide that the U.S. Attorney General designates for such purpose. For travel in areas where no highway mileage guide exists, the mileage payable under 28 U.S.C. 1821 is computed based on the mode of travel actually used over a usually traveled route; and distances as generally accepted in the locality (36 Comp Gen 777).

4. Make payment based on the actual cost, not to exceed the most economical rate available. A receipt or other evidence of actual cost is required. Pay mileage, as described in 1. above, for travel to and from common carrier terminals.

(b) Toll charges for roads, bridges, tunnels and ferries are reimbursable; taxi fares between places of lodging and common carrier terminals and parking fees (with presentation of receipt) are also reimbursable.

(c) Pay per diem instead of subsistence as follows:

1. Pay a subsistence allowance in an amount not to exceed the maximum per diem provided in the JTR for official travel in the area of attendance by civilian employees.

2. The subsistence allowance is only authorized when the trial location is so far away from the residence that the witness cannot commute daily. If the witness travels daily from residence to place of trial or an Article 32, UCMJ investigation, entitlement

is to mileage from residence to place of trial or Article 32, UCMJ investigation and return, instead of the per diem or actual cost allowance.

3. In computing per diem or actual cost instead of subsistence, the calendar day beginning at 0001 and ending at 2400 is the unit. The per diem allowance accrues from the time it is necessary for the witness to leave home to arrive at place of trial, or Article 32, UCMJ investigation, at the appointed time through the time he/she could arrive at his/her home by first available transportation after discharge from attendance. Any fractional part of a day under such computation is regarded as a day for per diem purposes.

(d) A civilian witness is entitled to receive a fee of \$30 per day for each day of attendance pursuant to summons to appear before a court. Include the necessary transit time in the computation. Computations are made as provided in (3)(d).

(2) Persons in Alaska who are called as witnesses before military courts, and not employed by the U.S. receive:

(a) Travel allowances based on the mode of transportation used and the distances necessarily traveled as follows:

1. The cost of the most economical accommodations available via common carrier, including coach class air fare. This applies to travel in Alaska and outside Alaska while proceeding to and from Alaska.

2. Mileage at the rate appropriate for the type of POC. The rental cost or reasonable, necessary expense is payable to use a private airplane, dog team, or boat when approved by the trial counsel or the officer having administrative control of the services rendered.

3. Mileage at the rate appropriate for POC outside Alaska in proceeding to and from Alaska. The amount paid for mileage, plus the subsistence allowance and attendance fee, (b) and (c) below, will not exceed what would have been payable had the most economical accommodations via common carrier, including jet coach, been used.

4. Incidental travel expenses, such as taxicab fares between place of lodging and carrier terminal, and bridge, road, tunnel toll and ferry fares.

(b) Subsistence, based on Alaska locality rate for the location of trial or investigation (JTR, Appendix A), if the witness attends at a point too far from his abode to permit return each day. This allowance is payable for the time needed to travel to and from home and is in addition to the \$30 attendance fee.

(c) Attendance fee of \$30 for each day's attendance and for the time needed to travel to and from the place of trial. Entitlement for persons not employed by the U.S., when requested as witnesses before an Article 32, UCMJ investigation, is to travel allowances and subsistence as prescribed in (1) and (2) above (Article 32, UCMJ; 10 U.S.C. 832; 50 Comp. Gen. 810; or JTR, Chapter 6, Part A).

(3) Entitlement of people not employed by the U.S., when called as witnesses before military courts in Hawaii and Puerto Rico, is to the fees and mileage allowed such witnesses when required to attend civil courts of the U.S. (28 U.S.C. 1821; Article 32, UCMJ; 10 U.S.C. 847; 1 Comp. Gen. 347 and 36 Comp. Gen. 777). Persons not employed by the U.S. are entitled, when requested as witnesses before UCMJ investigation, to mileage and subsistence (Article 32; 10 U.S.C. 832; 50 Comp. Gen. 810; or JTR, chapter 6, part A).

(4) When there is a military court-martial or an Article 32, UCMJ investigation in a foreign country outside the jurisdiction of civil courts of the U.S., the affected major overseas commander prescribes the fees and allowances for witnesses who are not employed by the U.S. Government. Unless otherwise provided in international agreement, such fees and allowances shall not exceed the maximum rate permitted to such witnesses when attending the courts of the U.S. or the courts of the foreign country, whichever is higher.

(5) An alien, paroled into the U.S. for prosecution IAW Section 212(d)(5) of the Immigration and Nationality Act (8 U.S.C. 1182(d)(5)), or a deportable alien is ineligible to receive the fees or allowances provided by this section.

f. Special conditions for witnesses before military courts and witnesses before Article 32, UCMJ investigations.

(1) A person being a witness in more than one case on the same day, under a general subpoena to appear and testify, is entitled to only one fee for each day's attendance. However, if there is a separate subpoena for each case and the defendants are different, the witness is entitled to separate fees for actual attendance in each case (3 Comp. Gen. 531, 7 id 455).

(2) The duplication of fees because of attendance as a witness in more than one case on the same day does not apply to the mileage allowance nor to the per diem instead of subsistence.

(3) A person attending as a witness in more than one investigation on the same day, under a general request to appear and testify, is entitled to only one allowance for subsistence for each day's attendance.

g. Witness not subpoenaed, summoned.

(1) A person requested, but NOT subpoenaed, to appear as a witness at a trial or hearing before a court or other body authorized to require the attendance of witnesses by compulsory process, who voluntarily complies with the request, is entitled to the fees and mileage allowances payable to witnesses who attend a hearing in obedience to a subpoena (36 Comp. Gen. 777). In a court-martial case, a valid request to appear as a witness may be made only by the summary court-martial or the trial counsel.

(2) There is no entitlement to mileage and witness fees for a person who is not subpoenaed,

summoned, or requested to appear, but who voluntarily appears and testifies to matters considered pertinent to an inquiry being conducted (9 Comp. Gen. 255).

h. Expert witnesses (persons not in U.S. Government employ and not members of the uniformed services).

(1) When the employment of an expert witness is necessary during a trial by a military court, the trial counsel requests the convening authority to authorize an expert before such employment (Rule 703(d), Manual For Court Martial, 1984). The Invitational Travel Order (ITO) should state the compensation recommended by the prosecution and defense. In addition, travel allowances authorized in paragraph 39-22.e may be authorized for travel to and from the place of trial. The terms of the ITO should be specific if the compensation includes travel allowances to and from place of trial or specify the travel allowance authorized in addition to the compensation. Without the authorization and the prescribed procedures, only the ordinary witness fees and travel allowances may be paid for the employment of the witness.

(2) Except as provided in this paragraph, a U.S. Government employee or a soldier who solicits the aid of a professional person or an expert to aid in the performance of duties concerning a military court proceeding may not obligate the U.S. Government for any expenses or charges related to the professional or expert aid.

(3) Entitlement of a retired military, not on AD, employed as an expert witness, is to the travel allowances fees and per diem as prescribed in a above.

39-23. Reporters and Interpreters

a. Reporters.

(1) The convening authority of a court-martial may detail or employ qualified court reporters to record the proceedings of a testimony taken before the court (Article 32, UCMJ; 10 U.S.C. 828). Reporters shall not be detailed or employed for summary court-martial not convened by a general court-martial convening authority.

(2) Detail reporters from qualified military personnel or U.S. Government civilian employees available to the convening authority. A convening authority may furnish clerical personnel to help summarize and special court-martial in maintaining and preparing a record of the proceedings in any case.

(3) If qualified military personnel or U.S. Government civilian employees are not reasonably available, the convening authority may employ, or authorize the employment of, civilian contract reporters for the reporting and transcribing of the proceedings and testimony. Payment is at rates not more than those prevailing in the locality. Obtain these services through servicing civilian personnel officers or by contract through U.S. Government purchasing and contracting officers. This authority is

contained in 10 U.S.C. 828 and supplements the authority to contract for stenographic reporting services contained in 5 U.S.C. 3109.

(4) Civilian contract reporters used for boards of officers, when authorized under the convening regulations, are entitled to payment for their reporting and transcription services at rates not more than those prevailing in the locality.

b. Interpreters.

(1) The convening authority of a military court or board may detail or employ one or more interpreters to interpret for the court or board. Detail interpreters from qualified military personnel or U.S. Government civilian employees available to the convening authority. Such employees receive no extra compensation for these services (5 U.S.C. 5532).

(2) If qualified military personnel or U.S. Government civilian employees are not reasonably available, the convening authority may employ, or authorize the employment of, civilian contract interpreters at rates not more than those prevailing in the locality. Obtain these services through servicing civilian personnel officers or U.S. Government purchasing and contracting officers.

c. Retired military personnel detailed as reporters or interpreters. Retired military personnel, not on AD, may be employed as reporters or interpreters, and paid as prescribed above. The retired pay of retired Regular U.S. Army officers so employed are subject to the Dual Compensation Act (5 U.S.C. 5532).

39-24. Other Expenses of Military Courts and Boards-Services for Subpoenas, Taking of Depositions, Official Records

a. Service of subpoena No fee or compensation is fixed by statute for the service of a subpoena issued in connection with a military court. The service is usually done by a soldier.

b. Taking of depositions.

(1) Pay a civil officer's fee for taking a deposition in an amount allowed by the law of the place where the deposition is taken (or a reasonable fee if no specific fee is fixed by local laws). No mileage or other allowance for travel of the civil officer is authorized by law (2 Comp Gen 65).

(2) A witness required to appear and give testimony before an officer (civil or military) empowered to take depositions is entitled to allowances set forth in paragraph 39-22, as appropriate. (8 Comp. Gen. 18).

(3) Officers designated in Article 136, UCMJ, (10 U.S.C. 936), have authority to administer oaths necessary in the performance of their duties relating to military courts. If such officers are not available, pay fees for administering oaths for the purpose of military administrations to appropriate civil officers and employees (other than those employed by the U.S.) not to exceed the fees allowed by the law of the place where the oath is executed (5 U.S.C. 2903 and 2904).

c. *Fees for furnishing official records and documents.* Pay fees prescribed by the applicable local laws to the proper officials or non-federal agencies for necessary expenses connected with getting documents (such as certified copies of public documents, photostatic copies, photographs, and negatives) required in connection with military court or board proceedings. If the agency furnishing the copy requires that the fee be paid in advance, payment sent with the letter of request is authorized.

39-25. Allowable Expenses for Witnesses Before Military Boards

a. *Witnesses.* The authority for the appearance of a witness before a U.S. Army board, when applicable, is contained in the U.S. Army regulation pertaining to the specific board. Expenses of witnesses appearing before a board are paid IAW the instructions contained in the applicable regulations. When that regulation does not specify the manner of payment of witnesses' expenses, witnesses appearing before boards are entitled to payment of their expenses in the same manner as witnesses appearing before military courts under the provisions of paragraph 39-22.

b. *Payment Procedures.*

(1) *Forms used.* Make payments authorized in this chapter on SF 1156 (Public Voucher for Fees and Mileage of Witnesses), and SF 1157 (Claim for Fees and Mileage of Witnesses). SFs 1156 and 1157 are designed to permit the payment of all witnesses appearing in any one case on a single covering voucher, as well as the maintenance of an individual file for the claim of each witness, if desired. Use the originals of SF 1157 as subvouchers and attach to SF 1156 when it is scheduled for payment.

(2) *Preparation and submission of vouchers.*

(a) One SF 1156 with three copies of SF 1156a (Memorandum) and one SF 1157 with three copies of SF 1157a (Memorandum) is prepared. The original and two Memorandum copies of each form are forwarded to the FAO/DAO. The remaining Memorandum copies of SF 1156a and SF 1157a are for the use of the trial counsel or for other administrative purposes.

(b) One certified copy of the order appointing the court or board is attached in support of all SF 1157s (if a single claim is submitted) attached to a SF 1156. A copy of SF 1157 is supported by a copy of the summons, subpoena, invitation to appear or other memorandum or document requiring or requesting the individual to appear before the court or board. Such substantiating documents are not forwarded with the money accounts of the FAO/DAO, but are filed with the retained copy of the voucher.

(c) The administrative certificate on SF 1156 and SF 1157 are signed by the officer, usually the trial counsel, having administrative control of the services rendered.

(d) Charge travel allowances and/or fees payable to witnesses and other person rendering services for courts or boards, other than in the performance of their official duties, to the appropriation for ex-penses of such courts or boards when DA appropriation are chargeable (see DFAS-IN Manual 37-100-FY).

(e) The vouchers covering expenses authorized by this chapter are submitted to the FAO/DAO who normally pays the installation where the court is convened.

(3) *Cash payments.* Cash payment of authorized fees, per diem and/or mileage are authorized. When such payments are made, the final notation of SF 1156 is altered as follows: "Paid by cash date Signature of payee on the attached sheet." The alteration will be made by pen and ink or typed.

(4) *Orders.* Vouchers submitted for persons not in U.S. Government employ are substantiated by summons or subpoenas to appear as a witness. When a summons or subpoena has not, or will not, be issued, persons not in U.S. Government employ are issued an ITO.

39-26. Reimbursement Procedures for Recruiting Expenses

a. *Purpose.* This section prescribes procedures for reimbursement of recruiting expenses.

b. *Entitlement to reimbursement.*

(1) A member of the Armed Forces (Active and Reserve Components) whose principal assignment is to perform recruiting duty (does not include RC personnel while in technician status) is entitled to reimbursement for actual and necessary expenses paid from personal funds in the performance of recruiting duties. Such expenses are limited to those authorized in JFTR, Chapter 7, Part C.

(2) Recruiter aides are not entitled to reimbursement for expenses under JFTR, Chapter 7, Part C. However, they may be authorized the travel and transportation allowances in JFTR, Chapter 4, Part B for periods of TDY.

c. *Advance of funds.* An advance, not to exceed 2 months allowance, is authorized to provide a recruiter with "working capital." Use SF 1164 as a summary voucher and cover sheet for DD Form 1351-6 for advances of funds for a number of recruiters. If an advance of funds is made to only one recruiter, the request for the advance is made on SF 1164, signed by the recruiter. The SF 1164 (for group or an individual) is approved by the administrative approving official at the U.S. Army Recruiting Battalion or other approving office. When approving advances for recruiters, all copies of the voucher are annotated "Advance for Recruiting Expenses Approved for Payment." Annotate all copies of the voucher, "Submission of a Settlement Voucher is Required Each Month."

d. *Submission of vouchers for reimbursement of recruiting expenses.*

(1) The SF 1164 prepared by the claimant, and all supporting documentation, is submitted to the designated administrative approving officer at the U.S. Army Recruiting Battalion or other approving office for approval of the voucher for reimbursement. The approving official submits the approved voucher to the FAO/DAO for payment.

(2) Itemize expenses on SF 1164 by type of expense as in the following example:
Itemizing by type of expense on SF 1164

Date	From	To	Mileage	Tip & Misc	1994
1-31 Jan	Recruiting Expense:				
	Snacks, 5 Applicants			13.50	
	Dinner, 1 Applicant and Family			7.80	
	Official Telephone Calls			2.35	
	Parking Fees			.90	
	Documents		2.50		1-31 Jan
	POV Expense-local Travel	3.55			
	GRAND TOTAL	30.60	3.55	27.05	

Date _____ Signature of Claimant _____

NOTE: Receipts must support the voucher only when any individual item of expense is in excess of \$25.00. Fully explain any failure to furnish receipts.

(3) The SF 1164 shows the amount claimed for recruiting expenses, the funds chargeable to each accounting classification, and is signed by the approving officer. Submit the signed original (approving official and payee) and three copies to the FAO/DAO for payment. For multiple payees submit the approved SF 1164 with a DD Form 1351-6 signed by each payee. The FAO/DAO is authorized to accept and make payments on these vouchers based on the approving officer's approval for reimbursement.

(4) A copy of the approved SF 1164, (with DD Form 1351-6, if applicable) for an advance or reimbursement of recruiting expenses is retained until the final settlement voucher is submitted at the completion of the recruiter's assignment to re-recruiting duty or until submission of the settlement voucher for recruiting expenses at the end of the fiscal year, whichever occurs first. The "Paid by Check" or "Cash Payments" block of all subsequent vouchers for reimbursement is annotated "RECRUITER'S ADVANCE," if appropriate.

e. Approval of vouchers. Vouchers are approved by designated approving officers as follows:

(1) All vouchers submitted by recruiters under the jurisdiction of the U.S. Army Recruiting Command, are approved by the commander of the appropriate U.S. Army Recruiting Battalion or designee.

(2) All vouchers for Army Medical Department (AMEDD) personnel counselors are approved by the Commander, AMEDD Personnel Support Agency (HQDA-SGPE-ZA) or designee.

(3) All vouchers for ROTC Recruiting Officers are approved by the Chief, Advertising and Media Division, Deputy Chief of Staff for ROTC, Headquarters, TRADOC, or the chief of the

advertising and information division, located at headquarters, of each ROTC Regional Command.

(4) All vouchers for ARNG recruiters are approved as directed by each State Adjutant General and the United States Property and Fiscal Officer (USPFO.)

(5) All vouchers submitted by USAR soldiers ordered to active duty for more than 90 days and assigned to full-time recruiting duty are approved by the USAR Recruiting Officer, or the United States Army Reserve Command (ARCOM) commander; or designee.

(6) The appropriate FAO/DAO (or imprest fund cashier) is furnished a DD Form 577 for the official designated to approve the vouchers. Include a statement on the signature card as to the specific types of vouchers the designated official approves.

f. Reimbursement for use of privately owned conveyance (POC) or U.S. Government-owned vehicles. Reimbursement of expenses for the approved use of a POC or U.S. Government-owned vehicle is authorized under JFTR, Chapter 3, Parts C and D. These expenses are not recruiting expenses. However, the claims for reimbursement of expenses for these items are treated in the same manner as recruiting expenses and are shown on the same voucher and DA Form 3892-R (Recruiting Expenses, Recruiters Daily Expense Record) with the recruiting expenses.

g. Paying officer. The paying officer for POC or Government-owned vehicle expenses and for recruiting expenses are the same. The vouchers for these expenses are approved by the designated approving authority responsible for inserting the proper fund accounting classification to be charged.

Section V

Advances of Travel Allowances (Soldiers and Civilian Employees)

39-27. General Provisions

a. Statutory authority. Provisions for advance of travel allowances are contained in 37 U.S.C. 404 and 5 U.S.C. 5705.

b. Purpose. Travel advances are for necessary expenses while traveling on official business. Issue only a percentage of actual entitlements as an advance. Funds advanced are for travel expenses only. When travel is cancelled or not performed, the advance is immediately repayable. When the amount of an advance exceeds the earned entitlement, the excess is immediately repayable.

c. When payment is authorized. Payment is authorized only in connection with an actual or pending travel status evidenced by competent orders, and usually not made earlier than 10 days before travel starts. Local commanders may authorize exceptions to the 10-day restriction.

d. When payment is not authorized.

(1) Payment is not authorized for travel of soldiers to their first duty station unless they:

- (a) Have prior service.
- (b) Are in the Hometown Recruiter Aid Program.
- (c) Are ROTC graduates reporting for their initial active duty tour.
- (2) Reserve Component (RC) soldiers ordered to active duty (AD) at a military installation are not given an advance until they report for duty at the active duty (AD) site.
- (3) Other restrictions may be established by the local commander or servicing FAO/DAO in individual cases.

e. Number of advances. Generally, one advance is made under the same set of orders. When periods of TDY exceed 45 days, or circumstances change which require additional expenditures, an additional amount may be advanced as a supplemental payment.

f. Payment of travel advances.

(1) Use DD Form 1351 to pay an advance to an individual. Use DD Form 1351 and the DD Form 1351-6 to pay advances to a number of persons or groups.

(2) All advance vouchers will contain the following statement: "Settlement of this advance should be made within 5 working days after your arrival at your ultimate station or upon completion of TDY. If settlement is not made within 10 days after completion of travel, the advance will be offset against your pay account and, when appropriate, collection may include administrative fee and interest penalties."

(3) Pay advances in even dollar amounts. Do not pay advances of less than \$50.00 unless approved in writing.

g. Settlement of travel advances Settlement of an advance should be made within 5 days after completion of the travel to the new permanent station or completion of the TDY assignment unless agreement on receipt of advance prescribed a different period for settlement. Send a follow-up letter to the traveler if the settlement voucher is not received within 15 days after completion of the travel. If the settlement voucher is not received within 30 days after completion of travel, consider the advance delinquent and initiate offset action against the traveler's next regular pay.

h. Processing settlement vouchers.

(1) When processing the settlement voucher, deduct the amount of the advance from the amount due. If the amount of the advance is the same or greater process the voucher as a no pay due (NPD).

(a) If the amount due the traveler is less than \$1.00, round the voucher down to zero by increasing the collection.

(b) If the amount due the US is \$10.00 or less, round the voucher up to zero by increasing the entitlements.

(c) If the amount due the US is more than \$10.00, send written notice of indebtedness to the traveler with a 15-day suspense.

(2) If collection of the indebtedness cannot be made or if the traveler elects to have the collection made by payroll deduction, withdraw the suspense copy of the travel voucher from the suspense file, annotate by over stamping "FOR COLLECTION" in bold red letters on the face, and forward to the appropriate pay branch by a transmittal letter (TL) using it as the source document for posting collection of the amount due. Resuspend a reproduced copy of the travel voucher marked for collection or a copy of the transmittal for 10 days pending notification from the pay branch that posting was accomplished. Upon receipt of the notice that the indebtedness was posted, post the DD Form 1588 and clear the suspense. If the notice of posting is not received within the 10-day period, take follow-up action.

(3) When a travel settlement voucher is received after an advance has been submitted for offset against the traveler's pay account, coordinate collection of the advance with the appropriate pay section. If collection has already been made from the pay account, process the settlement voucher as if no advance had been paid. If collection from the pay account has not been made, cancel the collection action and deduct the advance from entitlements on the travel settlement voucher.

i. Uncollectible advances Accounting writes off uncollectible advances of \$100.00 or less for travelers separated, IAW Chapter 15. Accounting transfers uncollectible advances over \$100.00 for separated travelers to the Director, DFAS-IN, ATTN: DFAS-IN/JF, 8899 East 56th Street, Indianapolis, IN 46249-0001.

j. Computation of advances.

(1) Compute and pay advances of travel allowances in amounts commensurate with authorized entitlements shown on the travel order and anticipated out of pocket expenses to be incurred by the traveler. Provisions of the JFTR and JTR specify those entitlements which may be advanced.

(2) All Department of the Army personnel (including AGR) in the grade of E-7, GS-9 and equivalent wage grade, and above who have not been prevented from participating in the charge card program are limited to advance of meals and incidental expense (M&IE) and other miscellaneous expenses not normally paid by the charge card such as taxis and parking fees. This restriction also applies to lower-graded personnel identified in their travel orders as participants in the charge card program.

(3) Limit personnel in grades E-6, GS-8 and equivalent wage grade, and below to 80 percent of the per diem rate applicable to their TDY point, plus 100 percent of other miscellaneous expenses. Other personnel identified in their travel orders as being ineligible for the charge card, or when circumstances are expected to preclude use of the charge card, may also receive advances at this rate.

(4) When the Commander/Supervisor determines that the above restrictions result in a financial

hardship on the traveler, send a request for exception or waiver to the Director, Defense Finance and Accounting Service, Washington, D.C. 20376-5001. Only the Comptroller of DoD, or designee, may authorize an advance up to 100 percent of the estimated expenses.

k. Continuous or frequent travel.

(1) Individuals in a continuous or frequent travel status, including travel under blanket travel orders, should have a government charge card and a personal identification number (PIN). These travelers should obtain advances from automatic teller machines (ATM). Retained advances are not authorized. If an ATM is not available, advance IAW the provisions of paragraph *j.* above.

(2) When the TDY assignment is for more than 30 days, travelers must file a settlement voucher for payment of per diem accrued during the preceding 30 day period. Travelers will do partial settlements every 30 days until the end of the assignment, at which time the final settlement is made. The number of days for which partial settlements are made will not exceed the total number of days authorized in the TDY orders.

l. Control of advance leave See Chapter 3 for transmittal documents and accounting procedures. In the case of a PCS advance, furnish a copy of the voucher to the traveler's new permanent duty station (PDS).

39-28. Administration of Travel Advances

a. Maintaining records of travel payments Maintain a historical record of all travel payments including advance payment of travel and transportation allowances. Post an entry on DD Form 1588 each time a travel advance is paid. The entry includes all details of the advance, to include annotating the remarks section of the DD Form 1588 with the appropriation symbol charged with the advance. Upon entry of a travel advance to the DD Form 1588, initial the travel voucher in the correct block to indicate the advance was posted to the record.

b. DD Forms 1588 maintained elsewhere.

(1) If the paying office does not maintain the traveler's DD Form 1588, forward a copy of the paid travel by letter of transmittal (TL) to the office maintaining the DD Form 1588. The TL requests the travel advance be posted to the DD Form 1588, with a comeback copy of the letter to the originator to indicate posting is complete.

(2) If the office maintaining the DD Form 1588 is unknown, send the letter to the traveler's permanent station requesting that the letter and copy of the paid advance voucher be forwarded to the office that maintains the DD Form 1588.

(3) If the FAO/DAO receiving a transmittal concerning an advance cannot locate the payee's DD Form 1588, return the transmitted documents to the originator, who will take immediate action to trace the traveler's records. If the receiving FAO/DAO has the

record, post the DD Form 1588, annotate the transmittal letter and return to the sender.

c. Suspense files. To ensure travel advances are settled in a timely manner, maintain a 1-31 day suspense file of advances paid and transmittal letters sent (paragraph 39-28.b). Suspend travel advances for 15 days after the expected date of return from TDY. Review the suspense file daily. Take notification or collection action on all uncleared travel advances.

d. Clearance of advances prior to transfer Upon notification of a soldier's or civilian employee's transfer to another servicing FAO/DAO, examine the DD Form 1588 for any outstanding advances. Do not give post clearance until all outstanding TDY travel advances are settled. If an advance surfaces after the soldier's transfer, prepare and forward to the servicing FAO/DAO a DD Form 139 to ensure settlement of the advance.

e. Outstanding advances at end of fiscal year. Prepare a summary of all TDY travel advances for military and civilian, and all civilian PCS advances, by appropriation (for example: 21*2020, 21*2040, 21*2080, 21*2060, 21*2065, 21*2070), operating agency and allotment serial number as of 30 September of each fiscal year. Furnish these totals to the accounting division of an integrated FAO/DAO or the supervisory accounts office in the case of a non-integrated office.

f. Accounting for travel advances Accounting for travel advances is provided in Chapter 14.

39-29. Travel Advances Upon permanent change of station (PCS), Transition For Retirement

a. Limitation on Advances The JFTR/JTR prescribe what entitlements may be advanced upon permanent change of station (PCS). Take care to advance only those items allowed, and base amounts on expected expenses, not the maximum allowed. For example; limit advances on household goods (HHGs) to amounts based on the estimate of actual weight to be shipped, not the maximum HHG weight allowance.

b. Cautions. Take care to be sure of the circumstances surrounding the PCS and whether they justify an advance of an entitlement. For example, do not base an advance of HHG on the commuted rate if the shipment is to be made by U.S. Government Bill of Lading (GBL). Another consideration is the availability of finance support at the new PDS. Temporary Quarters Subsistence Expense (TQSE) should only be advanced by the losing station if there is no finance office available in the vicinity of the new PDS to provide such an advance upon arrival.

c. Transition or Retirement Advances of travel entitlements are authorized for transitioning or retiring soldiers. Retirees can receive 100% of the MALT allowance for themselves and their dependents, plus constructive flat per diem

computed IAW the JFTR, Chapter 5, Part B. Such advances can only be made by the FAO/DAO servicing the transfer station where separation or retirement actually occurs.

(1) Separation or retirement travel entitlements are not earned until the actual day of separation or retirement has been completed. Therefore, settlements cannot be processed earlier.

(2) Such advances/partials must be made the day of separation or retirement or before. Advances under these procedures cannot be made after the date of separation or retirement.

*d. Certificates of intent to travel*Draft and reproduce this certificate locally or stamp it on the DD Form 1351. FAO/DAO ensures that the soldier signs immediately following the certificate on the original DD Form 1351.

(1) For retirees requesting an advance of travel and transportation allowances, the certificate reads as follows:

"I intend to travel (with dependents, if applicable) to (destination). I understand that if I take this advance the settlement voucher must be submitted or the advance will become a debt and collected from my retired pay.

(2) For transitioning soldiers requesting a partial payment, the certificate reads:
"I understand that I am receiving a partial payment of my travel entitlement. I intend to travel (with my dependents, if applicable) to (destination). I understand that I must file travel voucher to obtain the balance of my entitlement and should do so upon arrival at my destination. If I travel a distance for which entitlement is less than this payment, I must reimburse the U.S. Government the unearned portion. If travel is not completed by the 181st day from the date of transition, I must reimburse the U.S. Government the entire amount of this partial payment by sending a check, payable to "Directorate of Debt and Claims Management," and mail to DFAS-Indianapolis Center, ATTN: DFAS-IN/FYC, 8899 East 56th Street, Indianapolis, IN 46249-1401."

*e. Transition suspense file*For each soldier transitioning during the month regardless of day, develop a suspense file item. The file consists of, but is not limited to, a copy of separation orders, copies of DD Form 1351, and any dependency data from the DD Form 1588. As claim forms are received, duplicate documents are destroyed and the file items become substantiating documents to the payment voucher. At the end of the 181st day, examine any documents remaining in pertinent month file.

(1) Suspense items showing a due U.S. balance because of a partial payment of travel and transportation entitlements not settled after the 181st day, are forwarded by letter of transmittal for collection action to the Directorate of Debt and Claims Management at the address listed in para-graph (d), above. As an enclosure to the transmittal letter, include a Due U.S./Overpayments Separation

Partials listing. The listing includes one line items containing the name, rank, SSN, and amount of the uncollected items. The list is in alphabetical order. Maintain a suspense copy of the transmittal letter in the FAO/DAO until acknowledgment of receipt is received from DFAS-IN.

(2) Do not put advance travel payments to retirees in the transition suspense file. Place a copy of the DD Form 1351 in the retirement packet.

Section VI Travel Time

39-30. General.

a. Purpose and applicability.

(1) This chapter establishes the rules for computation of authorized travel time (ATT) and elapsed time (ET) for soldiers. It applies to individuals traveling incident to PCS, TDY, and consecutive overseas tours (COT).

(2) This chapter does not apply to Reserve Component (RC) soldiers on call to, or relief from, active duty. See DoD 7000.14-R, Volume 7, Part A (DoD Military Pay and Allowances Entitlements Manual).

(3) Individuals receive no travel time when they are:

(a) Separated after a term of service or period of enlistment for travel from the last duty station or place of separation to home of record, or place from which ordered to active duty.

(b) Retired from the service for travel from the last duty station, or place of retirement, to home of selection.

(c) Reassigned between locations within the corporate limits of a city or town.

b. Principles.

(1) *Calendar day.*Count each calendar day only once, although an individual may travel on that day, have duty at either the PDS or TDY point for part of the day, and be on leave for part of the day.

(2) *Travel to and from terminals*The time used to travel between the PDS and terminals serving these stations is disregarded in the computation of travel time.

*c. Authorized Travel Time (ATT)*The traveler is in a duty status for the period of ATT. Determine ATT for PCS travel and TDY by the instructions in this chapter, which supplement the JFTR, Chapter 4, Part D (TDY) and Chapter 5, Part B (PCS), and the JTR, Chapter 4. Always state ATT in whole days.

39-31. Travel time for permanent change of station (PCS)

a. Elapsed time (ET).

(1) Compute travel time independent of monetary entitlement.

(2) Count the day of departure from the old permanent duty station (PDS) in the ET. The day of arrival at a new PDS is a day of duty, except as noted. This means that the day of arrival is not

included in the computation of ET nor in the computation of authorized travel time (ATT) for PCS travel. The exception is when the soldier's actual ET is less than or equal to the ATT. Under this exception per diem is payable for the day of reporting to the new station.

(3) When travel is PCS with TDY en route, the day of departure from the old PDS is the first day of ET and the day before reporting to the TDY station is the last day of ET. The day of departure from the TDY station is the first day of ET unless the exception listed in paragraph (2) above applies. Compute travel time for travel to or from the TDY station as separate legs of the journey. For "leg of the journey" see JFTR, Chapter 5, Part B.

b. Delay at port areas.

(1) *Embarkation.* When a traveler takes leave en route while traveling to a port area, and port call instructions fix the reporting data at the port of embarkation (POE) the following will apply:

(a) Upon reporting at a POE, the time spent in the port area on and after the established port call date while awaiting transportation is included in the ATT.

(b) For an individual who reports to a POE before the established port call date, leave status ends upon reporting to the port area, or other location, to await the first available transportation to the overseas assignment. The duty time at the port area, beginning with the day after the arrival date and ending with the day before the day of departure by first available transportation, is included in the travel time to prevent charging that time as leave. Computations will include an explanation of the allocation of time to provide an audit trail.

(c) When a soldier reports to a POE after the established port call date, computation of travel time will wait until the Commander makes an administrative determination concerning the soldier's status. When the status is decided, information and documents necessary for computation of travel time and leave are obtained from the unit commander at the new PDS.

(2) *Debarcation.* When the U.S. Government provides or arranges onward transportation from the port of debarcation (POD), the necessary travel time includes the processing time at the POD after debarcation and the necessary time awaiting onward transportation. Individuals receive no travel time for any delay at a POD beyond 2400 hours of the day of debarcation, or the day processing is completed, when the traveler personally arranges or secures onward transportation for the rest of the journey. Explain detained time beyond 2400 hours on the day of debarcation for processing on the voucher when the U.S. Government provided or arranged transportation for travel from the port.

39-32. Authorized Travel Time (ATT)-Temporary duty (TDY)

a. General. A traveler is in a duty status for the time required to carry out the assigned official duties. This time includes the ATT (actual or constructive) to and from the TDY point plus the time required to do the assigned duties. Always use the actual calendar days of TDY for the period(s) of TDY. ET begins with the day of departure from PDS or TDY station and ends on the day before reporting for TDY or on the day of return to the PDS. Determine if too much travel time was used, considering previously approved leave and authorized stopovers. Make a computation for each leg of the journey. Only the commander, or supervisor, may make an official determination as to the duty status during excess travel time.

b. No computation of travel time required. No requirement exists to compute travel time for the journey (or leg of the journey) when the travel voucher or other information shows that the traveler only uses the ATT (actual when orders direct a mode and constructive when applicable) and no leave en route is taken or stopovers occur en route to or from the TDY station(s). Note on the voucher that the journey (or leg of the journey) was all official duty time.

c. Constructive travel time. Constructive travel time is based on the available common carrier facilities, including bus when appropriate. Follow the provisions of JFTR, Chapter 3, Part D, and JTR, Chapter 2, Part D when choosing the common carrier schedules to be used. Constructive travel time begins with a date that would permit arrival and reporting for TDY as required by the orders or mission, and ends with a departure date that the traveler could have departed immediately after completion of TDY. Constructive travel time is used when a traveler:

(1) Uses a mode of transportation for personal convenience.

(2) Makes a stopover for personal convenience or takes leave en route, despite the mode of transportation used.

(3) Chooses a mode of transportation that takes more time to travel than a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders and is more economical to the U.S. Government, when orders do not direct a specific mode.

(4) Uses a POC when that mode is not authorized as more advantageous to the U.S. Government.

39-33. Actions by Finance and Accounting Office/Defense Accounting Office (FAO/DAO)

a. The computation of elapsed time (ET) and authorized travel time (ATT).

(1) FAO/DAO at the permanent station.

(a) The FAO/DAO at the traveler's PDS computes the ET and ATT or decides the official duty time for TDY.

(b) The FAO/DAO at the traveler's new permanent station computes the ET and ATT for PCS travel. If the TDY station computes the ET and ATT, the

FAO/DAO at the permanent station ensures that the computations are correct. The previously computed ET and ATT are included with the ET and ATT information for the last portion of the journey. If the TDY station does not compute the ET and ATT, the FAO/DAO at the new PDS computes the ET and ATT for the entire journey.

(2) The FAO/DAO at the TDY station may compute the ET and ATT, or decide the official duty time, for an individual on TDY for 30 days or more if the traveler submits a travel voucher at the TDY station. This computation or determination does not ordinarily need to be made at the TDY station, but may be made if it affects the payment of the voucher presented.

(3) For the ARNG, the USPFO performs the functions of the FAO/DAO outlined above.

b. Information needed for computation. Obtain the information needed for the computation of ET and ATT, or determination of official duty time, from the itinerary of the travel voucher. Use the departure and arrival dates on the travel voucher unless information to the contrary is on the travel voucher, provided by the traveler, appears on the orders, or as prescribed in AR 630-5. If needed information is not on the travel voucher, request information from the traveler or the commander/ supervisor. Follow this procedure when no travel voucher has been or will be submitted.

c. Information furnished military/civilian pay section. Enter the applicable ET, ATT, and official duty on a copy of the travel voucher. Send that copy to the traveler's military or civilian pay section, as appropriate.

Section VII

Reimbursements for Local Travel

39-34. Travel Within and Around Permanent Duty Station (PDS)

a. General.

(1) *Purpose.* This chapter contains instructions on reimbursement of travelers for expenses incurred in performing official travel within and around their PDS. For reimbursement procedures for recruiting expenses, see Section IV, this chapter.

(2) *Authorization.* Generally, orders are not issued for travel in and around the permanent station. Such travel is usually performed on the basis of verbal authorization. However, it is the responsibility of the local commanders to determine requirements for transportation, lodging, subsistence, and other expenses before requiring the duty and before issuing orders if individuals are required to remain overnight at the TDY stations.

(3) *Control.* The installation or activity commander, the State Adjutant General (for the ARNG) and the MUSARC commander (for the USAR) will institute controls governing reimbursement for local travel

which includes but is not limited to the accomplishment of the following:

(a) Designation of an individual authorized to approve local travel.

(b) Issuance of proper travel authorization before performance of travel.

(c) Detailed review of reimbursement travel voucher by the approving official before approval.

(d) Periodic review of installation procedures and actual practices pertaining to local travel by the internal review staff personnel.

b. Preparation of SF (Standard Form) 1164.

(1) *Use SF 1164 to pay expenses incurred for local transportation in the performance of official business.* See Chapter 40.

(2) *Preparation of SF 1164.* The claimant prepares the voucher listing the expenditures incurred and submits it to the approving official.

(3) *Distribution.* Normally, an original and two copies of SF 1164 are given to the FAO/DAO. See paragraph *f.* below, for distribution and requirements for additional copies.

(4) Entries.

(a) *Agency.* Insert the station or activity and organization which authorized the local travel in this space. The organization includes the unit, division, or office of assignment of the individual.

(b) *Name of claimant and address.* Enter the claimant's name, grade and SSN on the form. If desired payment is by check, insert the mailing address of the claimant.

(c) Body of form.

1. Insert the date travel was performed in the applicable column. Identify the type of expenditure as commercial bus, taxi or POC. Enter and total the points of origin and destination, the fare, and tip (if applicable) in the columns indicated for each trip as it is performed. When the point of destination of one trip is identical to the point of origin of the next trip, the point of origin column need not be filled in. When identical trips are claimed on a voucher, only the first trip need show the origin, destination and date the trip was performed. Subsequent trips may be annotated on the SF 1164 with a statement such as; "Same trip made on date(s)."

2. Identify ferry fares, parking fees, roads, bridges, and tunnel tolls with the applicable trip.

3. When the expenses claimed for taxicab, ferry fares, roads, bridges and tunnel tolls, exceed the charge for one person, the claimant lists the name(s) of the accompanying person(s) and fully explain on the SF 1164.

4. Use the following letter code in the "code" column of the SF 1164:

BR - Bridge
CB - Commercial Bus
*DR - Document Reproduction
*FB - Food and Beverage
FE - Ferry
PF - Parking Fees

PC - Private Conveyance
RT - Road Toll
TA - Taxicab
TU - Tunnel

*OE - Other Expenses

* (Applies only to recruiting duty, see Section IV.)

(5) *Date and signature of claimants* At the time the claimants sign and date the SF 1164, they become responsible for all information and statements contained therein; and certify that the voucher is factual, proper, complete, and correct in all respects and that payment for the expenses claimed thereon has not been received. The claimant will not sign the voucher until it has been properly prepared to show the itinerary and reimbursable expenses. Any person submitting a false, fictitious, or fraudulent claim for travel performed within and around his/her PDS is subject to the statutory penalty provisions referred to Section I.

(6) *Accounting classification* The approving official inserts the appropriate accounting classification in the designated block.

(7) *Approval*. The official designated to approve local travel vouchers signs and dates the form on the appropriate lines.

(8) *Check number or cash receipt*.

(a) The paying officer inserts the check number in the space provided when payment is made by check.

(b) The paying officer inserts the amount paid in cash in the space provided. The claimant signs his/her name and date of receipt on the line provided below the words "Received in cash, \$____."

(9) SF 1164 supplemental instructions relating to Privacy Act. Data required by the Privacy Act of 1974, will be made available to each individual claiming reimbursement on SF 1164. Locally reproduce a copy of SF 1164 Supplemental Instructions Relating to the Privacy Act on 8 1/2" by 11" paper.

c. *Approval of vouchers for reimbursement*.

(1) *Designation of approving official(s)* The installation or activity commander makes specific designation(s) of the official(s) to approve vouchers claiming reimbursement for travel within and adjacent to the installation activity.

(2) *Signature card*. Furnish the FAO/DAO an authenticated DD Form 577 for each official designated to approve the vouchers for travel within and adjacent to the installation or activity. Include a statement on the signature card indicating the specific type of vouchers that may be approved by the designated official. For example, the purpose would be to approve local travel vouchers for an organization such as a division, unit, or other specific component as applicable.

(3) *Approval required* Approvals are required on all vouchers claiming reimbursement for travel within or adjacent to an installation or activity, for ALL travelers. Generally, reimbursement for local travel is authorized for short trips and the amounts involved

are small. As a general rule written orders are not issued.

(4) *Responsibilities of official designated to approve vouchers*. The official designated to approve vouchers for travel is responsible for:

(a) Determining that the travel is authorized and performed and that the mode of transportation used was more advantageous to the U.S. Government.

(b) Advising travelers of the information required from them in order to receive reimbursement.

(c) Reviewing each item claimed by the traveler and determining its validity and that reimbursement is authorized.

(d) Inserting the appropriate accounting classification to be charged.

(e) Approving the voucher for payment (attesting that the voucher for the amount inserted above the approving official's signature is correct and proper and that mode of transportation used was advantageous to the U.S. Government).

(f) Instructing the claimant to present the completed voucher to the proper paying office.

d. *Paying officer*.

(1) Incorporate provisions in such local regulations (Standard Operating Procedures (SOPs)) to specify which officer reimburses individuals for local travel expenses. See Chapter 40.

(2) The paying officer is responsible for:

(a) Ensuring that each voucher contains the information needed to establish entitlement to payment.

(b) Ensuring that each voucher was approved by checking the approving official's signature with the signature card file.

(c) Using any available data or records to verify information submitted by the claimant to prevent duplicate or incorrect payments.

(d) Ensuring that computations of amounts found due are verified and that corrections are made when required.

(e) Checking the accounting classification in DFAS-IN Manual 37-100-FY series for the appropriate fiscal year to assure that the accounting classification is valid, applicable, and complete; and coordinating with the approving official in the event any corrections are required.

(f) Making payment and requiring the claimant to sign for the amount paid when payment is made in cash.

(3) The paying officer is authorized to accept information and statements of facts appearing on vouchers or attached thereto which have been furnished and signed by claimants and the approving officials, unless there is reason to question the validity of the information furnished.

e. *Acknowledgment of payment* When payment is in cash, the signature of the claimant in the receipt section of SF 1164 is the acknowledgment of payment. When payment is by check, the endorsed check is the acknowledgment of payment.

f. Distribution of SF (Standard Form) 1164.

(1) Payment made by FAO/DAO:

(a) Submit the original with the FAO/DAO money accounts IAW Chapter 40.

(b) File the duplicate with the FAO/DAO retained records.

(c) Deliver the triplicate to the payee.

(2) Payment made by imprest fund cashier:

(a) Forward the original and duplicate to the FAO/DAO servicing the imprest fund cashier.

(b) Return the triplicate to the payee.

(3) Additional copies of vouchers may be required to:

(a) Simplify local fund management.

(b) Complete the memorandum account files of the imprest fund cashier and FAO/DAO.

(c) Fit "transactions for other" reporting requirements.

(d) Record travel data or Record of Travel Payments when maintained by a FAO/DAO other than the paying officer.

39-35. Travel Within and Around Temporary Duty (TDY) Stations

a. Authorization or approval required. Make reimbursement for travel at personal expense within and around a TDY station only when such travel is specifically authorized in the related travel orders or subsequently approved by the order-issuing authority. When authorization for the use of special conveyance is given, the traveler should be advised that he/she is expected to use Government-owned, Government-leased, or commercial transportation in the local area, if available. In instances where TDY is required en route to a new PDS and the PCS orders do not contain specific authority for travel within and around the TDY station(s), authority for approval of such travel may be delegated in the order itself. Otherwise, the local commander authorizes or approves such travel, when required.

b. Types of travel not included. Travel from the carrier terminal to place of lodging or duty point on day of arrival at the TDY station, or vice versa on day of departure, does not come under the purview of this section. See JFTR, Chapter 3, or JTR, Chapter 2.

c. Payment. Include payment for travel within and around a TDY station on the same DD Form 1351-2 as TDY allowances. Claims for in and around mileage must show a daily total for such trips. Itemize expenses incident to the hire of a special conveyance on the voucher. Submit receipts when expenses exceed \$25. For information on voucher preparation see Section I.

d. Accounting classification. Expenses of transportation incurred in conducting official business at TDY stations are proper charges to the same accounting classification as charged with other TDY travel expenses.

Section VIII

Evacuation Allowances

39-36. General

a. Purpose. This section provides guidance for the payment of evacuation allowances in connection with the official evacuation of dependents of military and U.S. Government civilians from overseas and stateside danger areas. These procedures are to ensure that funds are available to dependents for travel, subsistence and incidental expenses during evacuation.

b. Authority for payment.

(1) Military

(a) Title 37 USC 405a.,

(b) Joint Federal Travel Regulation (JFTR), Chapter 6.

(c) DoD Financial Management Regulation (DoDFMR), Volume 7, Part A.

(d) AR 37-104-3.

(2) Civilian

(a) Title 5 USC 5522 and 5725.

(b) Joint Travel Regulation (JTR), Chapter 12.

(c) Joint Travel Regulation (JTR), Appendix J.

39-37. Allowances

a. Authorized allowances. Allowances overseas vary depending on whether a soldier's dependents are command sponsored or non-command sponsored. Allowances are also different between military and civilian dependents. For the correct allowances for the type of traveler involved, refer to the JFTR, Chapter 6 for military and the JTR, Chapter 12 for civilian dependents.

b. Instructions. Provide a written instruction packet to the dependent or the designated representative. The instruction packet should contain the following:

(1) Copies of the JFTR, Chapter 6 or the JTR, Chapter 12, and the Department of State Standardized Regulation (DSSR), whichever is applicable.

(2) Explanation of the importance of the DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances), its purpose, when to make changes on it, and what to do if the form is lost or destroyed.

(3) What items may be paid in advance (Dislocation Allowance (DLA) and Emergency Advance Pays).

(4) Definitions of safe haven and designated location, as well as the expectation/options at each location. An example of this is that dependents are expected to establish a permanent residence as soon as possible at the designated location.

(5) Information that payments of entitlements may be made by any military disbursing officer. Include the fact that advances are not gifts, and must be repaid by the sponsor.

(6) Information about who the dependent should contact for information or assistance during the evacuation.

(7) That lodging receipts are required, as are receipts for any expense over \$25.

c. Instructions for completing the travel voucher.

(1) The payee will:

(a) Enter the sponsor's name, rank/grade, and social security number in the appropriate blocks.

(b) Enter the address to which the check may be mailed.

(c) Enter the sponsor's organization and station.

(d) Enter the order number and date or other authority for evacuation.

(e) Enter all previous payments associated with the evacuation.

(f) Complete items 1 through 20, as applicable. If a continuation form is needed, use a DD Form 1351-2C.

(g) Sign item 21.

(2) The FAO/DAO will:

(a) Assist in preparing the voucher.

(b) Enter the type of payment in the computation block.

(c) When paying emergency DLA, enter the following in a convenient location on the travel voucher: "This emergency DLA is in addition to the regular DLA authorized for PCS. The prohibition against more than one DLA in a fiscal year contained in, 37 USC 407b, does not apply."

(d) Compute and prepare the voucher for payment.

39-38. Payment

a. Payment of allowances Evacuation allowances may be paid by any military disbursing officer before, during, or after evacuation. Record each payment on the original DD Form 1337 and return it to the payee. When the last payment is made, normally after arrival in the U.S. or at another designated location, annotate the DD Form 1337 and attach it to the original payment document.

b. Payment procedures.

(1) Submit claims for evacuation allowances on DD Form 1351-2. The voucher must be signed by the authorized payee. Compute the voucher showing the times, dates and authorized delay points between the old PDS and the current location. See this chapter for payment of dependents of other services.

(2) All FAOs/DAOs will ensure that their personnel provide any assistance necessary in the preparation, payment or forwarding of claims.

(3) The payee provides the following documents, as requested:

(a) The original DD Form 1337. If the DD Form 1337 has been lost or destroyed, an affidavit plus other proper identification must be presented.

(b) Copies of the evacuation order or other evidence of evacuation.

(c) Copies of port call, PCS orders and documents halting the PCS move, as appropriate.

(d) Copies of any special determinations by the PDTATAC that impact the rate or time period.

(e) A statement from the safe haven area commander or designated representative if delayed departure was approved.

(f) Copies of any receipts to support claim.

(g) Copies of GTR.

(h) Copies of any other documents necessary to support the payment.

(4) Record the payment on the original DD Form 1337 and return the form to the payee, unless paying the final payment. This provides a payment history for future disbursing officers.

(5) Forward a copy of the paid voucher to DFAS-Indianapolis Center, ATTN: DFAS-IN/FJ, 8899 East 56th Street, Indianapolis, IN 46249-0801. When possible, provide the soldier's servicing FAO/DAO a copy of the voucher also.

c. Federal income tax Do not withhold federal income taxes on these payments.

d. Accounting classification The correct accounting classifications for payments to military dependents are in the JFTR, Chapter 6. The JTR, Chapter 12, contains the correct ones for payments to civilian dependents. In addition, DFAS-IN Manual 37-100-FY contains U.S. Army-specific classifications. Be sure to consult all three sources if questions arise in this area.

e. Payments to dependents of other services.

Payments may be made to the dependents, or designated representatives for minor children, before departure, en route, and after arrival at the safe haven and/or designated location. Make all payments in accordance with the procedures established for U.S. Army dependents. Forward extra copies of each payment to a dependent as follows:

(1) *U.S. Air Force dependents.*

(a) One copy to the airman's commanding officer with a request that it be provided to the accounting and finance officer/defense accounting officer servicing the regular pay account.

(b) One copy to the Director, DFAS-DE, Denver, CO 80279-5000.

(2) *U.S. Navy dependents.* Send one copy to the Director, DFAS-CL, Anthony J. Celebrezze Federal Building, 1240 E. 9th Street, Cleveland, OH 44199.

(3) *U.S. Marine Corps dependents.* Send one copy to the Director, DFAS-KC, 1500 E. 95th Street, Kansas City, MO 64197.

Section IX

Travel and Transportation of Dependents

39-39. General

a. Purpose. This chapter provides guidance for entitlement of travel and transportation of dependents of military and civilian employees.

b. Authority.

(1) *Military.* The JFTR, Chapter 5, Part C is based on 37 U.S.C. 406 (chapter 10, section II), Marine Act of 1936, as amended (46 U.S.C. 1241) and (49 U.S.C. 1517).

(2) *Civilian.* The DoD civilian personnel regulations are contained in the JTR. It implements 5 U.S.C. 2105, 2106, 5561, 5564, 5701-5708, 5721-5730, and

other statutes pertaining to per diem, travel or transportation allowances of civilian employees in the DoD, statutory regulations and Executive Regulations.

(3) "Department of Defense Directive 1315.7," dated January 9, 1987. This directive is titled Military Personnel Assignments and contains DoD instructions and basic travel entitlements for dependents when the member elects the "all other tour" or the "with dependent tour."

c. Definition of dependents.

(1) The term "dependent" as defined in 37 U.S.C. 401, provides for the entitlement to the Basic Allowance for Quarters (BAQ) and travel allowances for dependents. The conditions on which entitlement to BAQ is established do not automatically convey an entitlement to travel allowances and vice versa.

(2) For specific definition of dependents for travel purposes, see JFTR, Appendix A, and JTR, Appendix D.

39-40. Entitlement to Transportation

a. Monetary allowance in lieu of transportation (MALT) and per diem.

(1) Malt and per diem entitlements are outlined in JFTR, Chapter 5, Part C or JTR, Chapter 4, Part C.

(2) Advance of funds may be made IAW Section V. Settlement should have same time frame as the traveler unless some special circumstances of travel are involved, in which case settlement should be within 5 working days of travel completion.

b. Entitlements under special circumstances.

(1) *Orders authorizing use of U.S. Government transportation and leave en route or circuitous routing for the traveler's convenience.*

(a) U.S. Government transportation is authorized from official point to official point. The cost of any travel in excess of that, such as to a leave point, is borne by the traveler.

(b) Under such travel authorization, where the traveler is otherwise entitled to a travel allowance or reimbursement for personally-procured transportation, the allowance or reimbursement is limited to that normally allowed using a direct routing IAW paragraphs in this chapter.

(2) *Detachment from permanent duty station (PDS) without immediate reassignment to a new PDS.*

Travel by dependents after receipt of orders by soldiers detaching them from the last PDS without assignment to a new PDS is considered as travel incident to a permanent change of station (PCS), if completed by assignment to a new PDS. The travel may be completed before or after the new PDS is actually assigned. Reimbursement may not be made until such time as the soldier has re-reported for duty at the new PDS, except for personnel assigned overseas whose dependents travel to a designated place as authorized by the JFTR, Chapter 5, Part B. The payment will not exceed that from the old to the new PDS. Travel of dependents after receipt of

orders by soldiers detaching them from the last PDS is not the same as travel in anticipation of orders, which is when a dependent travels before receipt of orders by the soldier.

(3) *Release from active duty* Do not reimburse any travel of dependents from home to the traveler's PDS or other location that occurs after the traveler's official notification of release from active duty.

c. Travel of soldier's dependent(s) requiring approval. Officials who approve travel of dependents are listed below:

(1) Transportation of dependent(s) not residing in soldier's household at either old or new station. Approving official: For CONUS and territories and possessions of the United States: Installation commander. For OCONUS locations: HQDA (DAPE-MBB-C), Washington, DC 20310.

(2) Transportation of dependents, to municipality in which soldier is hospitalized when period of hospitalization will be prolonged. Approving official: Commander of hospital.

(3) Transportation of dependents to Puerto Rico, Alaska, Hawaii, or any territory or possession of the United States when the old duty station is the United States and soldier is assigned to a restricted area. Approving official: CONUS installation commander.

(4) Transportation of dependents to Puerto Rico, Alaska, Hawaii, or any territory or possession of the United States or to any location outside the United States when dependents are located outside the United States and the soldier is assigned to a restricted station. Approving official:

(a) OCONUS commander for Alaska, Hawaii, Puerto Rico or a territory or possession of the United States.

(b) All other locations OCONUS require approval of HQDA, except cases where authority was delegated IAW AR 55-46 (Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas). Forward requests for exception to HQDA (DAPE-MBB-C), Washington, DC 20310.

(5) Extension of time for over the 1 year limit for travel of dependents to home of selection:

(a) Travel performed 1 year beyond the initial time limitation after date of discharge from hospital or termination of medical treatment or,

(b) Travel performed 1 year beyond the initial time limitation after completion of education or training, or 2 years after the date of termination of active service or,

(c) Other deserving cases IAW JFTR, Chapter 5, Part C. Approving official: Nearest installation commander.

(d) Further extensions of the time periods in (a), (b), and (c) above. Approving official: Major commander.

(6) Transportation of dependents to designated place in CONUS, Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States. Approving official: Installation commander.

(7) Return of dependents to overseas command when they had previously been returned to the United States. Approving official: Major OCONUS commander.

(8) Transportation of dependents to designated place outside CONUS other than to Alaska, Hawaii, Puerto Rico or territory or possession of the United States. Approving official: HQDA, except as delegated in AR 55-46. Address requests to HQDA (DAPE-MBB-C), Washington, DC 20310.

(9) Transportation of dependents into overseas command. Approving official: OCONUS commander.

(10) Travel of dependents by POC to or from island portion of Newfoundland, Alaska, or Central America (including Panama) if not authorized in the orders; to home of selection involving travel to or from Canada, island portion of Newfoundland, Alaska, Mexico or Central America (including Panama) if not authorized in the orders. Approving official: OCONUS commander.

(11) Transportation of dependents to home of record outside United States. Approving official: Installation commander.

(12) Transportation of dependents of soldier reported as dead, injured, missing, interred, detained, or captured, or of deceased soldier, to official home of soldier or home of next of kin, or to location other than official home of soldier or home of the next of kin. Approving official: Installation commander.

(13) Extension of time for more than 1 year for travel of dependents of soldiers reported as dead, injured, missing, interred, detained, or captured. Approving official: HQDA (DAPE-MBB-C), Washington, DC 20310.

39-41. Travel Beyond Continental United States and Transfer of Soldiers to Restricted Areas in the United States

a. General.

(1) The United States (U.S.) as used in this section, includes the 48 contiguous states and the District of Columbia.

(2) The policies and procedures for movement of dependents to, from, and between, overseas areas are set forth in AR 55-46, JFTR, Chapter 5, Part C, or JTR, Chapter 7. The installation commander has the responsibility to advise the soldier whether concurrent travel or noncurrent travel for dependents is or is not authorized to the assigned area.

(3) A soldier assigned to an overseas station where application for travel is available may elect to serve the "with dependents" tour or the "all others tour." If the soldier elects the "all others tour," travel of the dependents to the overseas station is not authorized, and the soldier is entitled to reimbursement for their travel to a designated place.

(4) The installation commander obtains the soldier's signed statement required by AR 55-46 whereby the soldier chooses the "all others tour," and issues

original or amendatory orders, as appropriate, to provide that transportation of the soldier's dependents to the overseas station is not authorized during the tour. If soldier elects to serve "with dependents tour," application for concurrent travel of dependents will be submitted and processed IAW AR 55-46 and AR 612-10 (Reassignment Processing and Army Sponsorship and Orientation Program).

b. Entitlements.

(1) *Concurrent travel-authorized and not performed.*

(a) *Dependents travel to alternate place.*

1. When dependents can travel with the soldier or within a reasonable time after the reporting date, but the soldier does not take them to the overseas area at that time, he/she may elect to receive travel allowances under JFTR, Chapter 5, Part C, or JTR, Chapter 7, for travel performed from the old PDS to the alternate place. Make reimbursement to the alternate place not to exceed the distance from the old PDS to the appropriate POE for the soldier's new station. Further movement to a designated place is not authorized at U.S. Government expense except upon approval of conversion to an "all others tour" as prescribed in AR 55-46.

2. If on the date of receipt of orders by the soldier the dependents are temporarily absent from the old PDS, but return and perform travel therefrom, transportation is authorized as set forth in 1. above.

3. If dependents stayed at a former PDS, the soldier is entitled to transportation for travel actually performed by dependents from the place at which they stayed when PCS orders were received to the alternate place, not to exceed the distance from the former PDS or the last PDS whichever is greater, to the appropriate POE for the soldier's new station.

(b) *Subsequent travel from an alternate place.*

1. When transportation is furnished or reimbursed, the soldier is not entitled to any additional transportation at U.S. Government expense for travel of dependents to the POE if travel to the overseas command is later approved. If travel to the overseas command is approved, transportation at U.S. Government expense from the POE to the new overseas station is authorized for that portion of the travel.

2. Upon assignment to a new PDS in the U.S., the soldier is entitled to transportation at U.S. Government expense for travel actually performed by dependents from the alternate place or the place at which they are located to the new PDS, not to exceed the distance from the POE of the soldier in the United States to the new PDS.

(c) *Soldier elects not to move dependents.* When dependents were authorized to travel with the sponsor, or within 60 days after the sponsor's reporting date to the POE, and the soldier elected not to move the dependents at that time, the dependents may be moved at U.S. Government expense to the soldier's overseas station at a later date with approval of the overseas commander or other

competent authority. Transportation of dependents is authorized as outlined in (a) above, to the overseas station provided the soldier did not exercise the transportation rights to an alternate place.

(2) *Deferred travel-authorized and performed.*

(a) If sponsor is authorized deferred travel of dependents within 61 to 140 days, he/she must select one of the following options:

1. Select a designated place, as prescribed by AR 55-46, to which dependents and unaccompanied baggage may be moved, at U.S. Government expense, where dependents will reside until further travel is authorized. Authorize further travel after the sponsor has secured quarters at the overseas station and the overseas commander approves movement of the dependents.

2. Elect to have dependents remain at the old PDS until quarters are secured in the overseas command. (Note: Families in U.S. Government quarters on receipt of overseas assignment orders may remain in these quarters up to 140 days after the soldier departs for overseas or for such periods as may be allowed by the installation commander under AR 210-50 (Housing Management).

(b) If option (a) and 1. above is selected, transportation of dependents is authorized at U.S. Government expense, when approved by the overseas commander, from the designated location, or other location of dependents to the overseas station via the appropriate port, not to exceed the distance for land travel from the place designated to the appropriate port and then to the overseas station.

c. Entitlement involving designated place.

(1) Dependents may be authorized movement to a designated place under the following circumstances:

(a) Soldier authorized deferred travel elected the option under paragraph 39-41.b.(3)(a) 1., within CONUS only.

(b) Overseas area not limited by AR 55-46, but soldier elected "all others tour."

(c) Dependents are prohibited in the overseas area or dependent travel is disapproved.

(2) Travel in United States (U.S.).

(a) To a place designated by soldier.

1. When dependents are not authorized to travel concurrently with the sponsor to the overseas station, or, travel after but within 140 days of the sponsor's reporting date to the POE, transportation at U.S. Government expense is authorized for travel actually performed by the dependents from the old PDS, or from the place dependents are located upon receipt of the soldier's PCS orders, to a designated place in the U. S., not to exceed the distance from the old PDS to the designated place.

2. When the dependents are temporarily absent from the old PDS on the date of receipt of orders by the soldier but return to the old PDS and per-form travel to the designated place, transportation is authorized from the old PDS to the designated place.

3. If dependents remained at a former PDS, transportation is authorized from the place at which they remained, when PCS orders were received, to a designated place. Transportation is limited to the distance from the former PDS or last PDS, whichever is greater to the designated place.

(b) From a place designated by soldier. When an overseas commander approves movement of de-pendents at a later date, dependents can be trans-ported at U.S. Government expense from the place in the United States designated by the soldier or from the place where they are located to the over-seas duty station via the appropriate POE, not to exceed the distance for the land portion of travel from the place designated to the new duty station.

(3) Travel to or from Alaska, Hawaii or Territory or possession of U.S.

(a) When travel is approved.

1. When travel to Alaska, Hawaii, or possession of the U.S. is approved IAW policies set forth in AR 55-46, transportation at U.S. Government expense for actual performance of travel is author-ized from the old PDS, or the place dependents are located upon receipt by the soldier of PCS orders, to a designated place in Alaska, Hawaii, or territory or possession of the U.S. not to exceed the distance of the land portion of the travel from the old PDS to the designated place in Alaska, Hawaii or territory or possession of the U.S.

2. If the dependents are temporarily absent from the old PDS on the date of receipt of permanent PCS orders by the soldier and return to the old PDS and perform travel therefrom, transportation is authorized from the old PDS to the designated place in Alaska, Hawaii or territory or possession of the U.S.

(b) When travel is not approved. When travel of dependents to Alaska, Hawaii or territory or pos-session of the U.S. is not approved, transportation is authorized as set forth in (4), below.

(c) Travel from Alaska, Hawaii, or territory or possession of the U.S. When subsequent travel to the overseas station is approved IAW the policies set forth in AR 55-46, transportation of dependents at U.S. Government expense is authorized for travel performed from the approved designated place in Alaska, Hawaii or territory or possession of the U.S., or from the place they are then located, whichever is the lesser, to the overseas station.

(4) Travel outside U.S. (Not Alaska, Hawaii, or Territory or possession of the U. S.)

(a) Travel to a place outside U.S.

1. When travel is authorized and performed to a place outside the U.S. designated by the soldier, transportation of dependents for actual perform-ance of travel is authorized from the old PDS, or from the place dependents are located in the U.S. upon receipt of the PCS orders by the soldier, not to exceed the cost from the old PDS to the point of actual departure (aerial or water port) normally used in proceeding to the place outside the U.S.

2. If the dependents are temporarily absent from the old PDS on the date of receipt of PCS orders by the soldier and return to the old PDS and perform travel therefrom, transportation is authorized as stated in (3)(a), above.

3. If the place outside the U.S. designated by the soldier is in Canada (including the island portion of Newfoundland), Central America (including Panama), or in Mexico, the point of actual departure is the border crossing by the usually traveled route used in proceeding from the U.S. to Canada (including the island portion of Newfoundland), Central America (including Panama), or Mexico.

(b) Travel from a place outside United States. When an overseas commander approves travel at a later date, transportation of dependents at U.S. Government expense is authorized for the actual performance of travel from the point of actual departure from the U.S. used in proceeding to the places outside the U.S., or the place dependents are located at the time of receipt of the authority to travel, whichever is lesser, to the new PDS station of the soldier.

d. PCS within, between, and from overseas command. Overseas commanders are responsible for approving, authorizing, and establishing procedures in connection with movement of dependents within their commands or administrative jurisdictions to the U.S., Alaska, Hawaii, or territory or possession, or movement to other overseas commands (AR 55-46).

39-42. Substantiating Documents

a. Dependent travel vouchers.

(1) *Preparation.* Each voucher including statements, will be signed by the traveler concerned. Before signing, the traveler should give careful consideration that all information has been furnished and is correct in all respects.

(2) *Attachments to voucher.* For travel within the U.S. and for concurrent travel to an OCONUS command, attach to the voucher copies of travel orders directing a PCS of the traveler. For travel to an OCONUS command which is not concurrent travel, attach copies of the orders directing PCS of the traveler and copies of the travel authorization for dependent travel to the voucher. Support all vouchers claiming reimbursement for travel of dependents with the proper statements.

b. Spouse and legitimate children.

(1) The spouse and legitimate children can be established by reviewing DA Form 5960. This form is to be reviewed and updated by the soldier during in-processing upon PCS or upon the establishment of entitlement to the BAQ as a soldier with dependents, whichever is later. The FAO/DAO insures that the facts stated on the voucher are correct.

(2) When the date of marriage is required for dependent travel, the following is an example of what will be shown in Item 12, DD Form 1351-2.

Example:

Name: Bette Jones

Relationship: Wife

Birth date of children:

Mode of Transportation:

DOM: 24 July 71 (see reverse)

POC: From: Ft. Meade, MD

To: Ft. Knox, KY

(3) Additional evidence (marriage certificate or birth certificate) necessary to satisfy the FAO/DAO of the marriage and number of children may be requested. The FAO/DAO should use discretion in requesting additional documents for examination. Any documents requested should be returned to the individual immediately.

(4) Additional travel vouchers on which travel is claimed for the same dependent will contain a statement as follows:

"The pertinent facts stated in the statement filed with Voucher (Number) ____ (Date) ____ have not changed." Reestablish dependency unless the statement is furnished. Pertinent information is to be furnished if voucher number is not known, to help in the identification of the voucher on which dependency was established.

(5) When the travel voucher on which dependency is established for the dependent has been paid, a notation will be made on DD Form 1588.

c. Other dependents.

Require proof of dependency, other than for spouse and legitimate children under 21 years of age, for transportation purposes, if not previously determined.

(1) If the DD Form 1588 indicates that dependency has been established, this information substantiates the payment for travel allowances.

(2) If it is found that dependency has not been established for the purpose of payment of BAQ, further information or action is required as indicated in this chapter.

(3) If, after the lapse of one year from the date of establishment of dependency, dependency is established for quarters allowance purposes or otherwise, and a voucher is submitted for payment of travel of dependents, dependency must be reestablished except in cases where dependency was established by the Comptroller General of the United States. Where dependency was established by the Comptroller General of the United States and one year has elapsed, the FAO/DAO reexamines the facts in the case and, if no change in the facts has occurred, make payment on the voucher in question.

(4) When it is necessary for the Comptroller General of the United States to determine dependency, make such request by submitting a voucher, with the pertinent facts and documents.

(5) When dependency is established for the purpose of travel only, the document will be annotated accordingly.

(6) When dependency has not been proven, the procedures in this chapter apply.

(7) When the travel voucher on which dependency has been established for a dependent has been paid, make a notation on the DD Form 1588.

(8) Additional travel vouchers on which travel is claimed for the same dependent will contain a statement as follows:

"The pertinent facts stated in the statement filed with Voucher No _____ dated _____ have not changed." Reestablish dependency unless the statement is furnished. If the voucher number is not known, pertinent information should be furnished that will aid in the identification of the voucher on which dependency was established.

d. Adopted children.

(1) Properly certified court papers.

(a) The FAO/DAO providing finance service to the soldier determines the dependency in the case of a adopted child only when there are properly certified court adoption papers, or in lieu of the court adoption papers a revised birth certificate in the new name of the child and name of the adopted parents, was issued upon final decree of adoption pursuant to certain State laws. The facts must indicate that sufficient funds are not available from sources other than from the soldier for the child's support, either directly or indirectly, and that the soldier necessarily and regularly contributes no less than 50 percent of the total monthly expenses of the support, maintenance and education of the child. (34 Comp. Gen. 193, 547, 625 and Comp. Gen. B-124149, December 23, 1955)

(b) The FAO/DAO requires the soldier to submit a statement as indicated below and require the showing of the court order of adoption. Statement to prove the voucher for transportation of adopted child:

(Statement for Adopted Child*)

The facts stated and disclosed herein are true and correct for establishing dependency for entitlement to travel allowances for dependents. The person named below is my dependent:

Name of adopted child _____

Relationship to child before adoption _____

Date of birth _____

He/she was adopted pursuant to the laws of _____

The amount required for the child's reasonable and proper living expenses are \$ ____ per month. The monthly income the child receives from all other sources is \$ ____ I contribute from my personal funds \$ ____ per month, solely for the care, maintenance, support, and education of the above named child.

**The child does not have property or income adequate for his or her support.

**The child is not the beneficiary, either directly or through others, of any trust or estate entitling the child to income adequate for support and education.

Signature _____

Social Security Number _____ Station

and organization _____

Grade _____ Date _____

*If there are two or more children involved, change form accordingly.

**If the child does have income or property, or is a beneficiary of any trust or estate entitling him/her to income adequate for support or education, delete word "not" and furnish a statement on the value of the trust or estate, the child's share, and the annual income accruing and the custody under guardianship proceeding, as appropriate.

(2) No properly certified court papers or birth certificate issued upon final adoption. A case of this type is a question of legal status. Any such claim submitted by a soldier, despite the amount of contribution made by the soldier, will be submitted for determination of dependency IAW the provisions of this chapter.

(3) Accompany the request for determination of dependency with all facts and documents necessary to substantiate dependency, including the statement IAW this chapter. The Comptroller General of the United States or the Director of DFAS-IN may request the forwarding of any additional documents or information that is necessary to make the determination.

e. Stepchildren.

(1) The FAO/DAO providing finance service to the soldier determines the dependency in a case that shows that the stepchild is dependent upon the soldier to the extent that such soldier necessarily and regularly contributes to the support and education of the stepchild. If such evidence is not on record, not submitted, or if soldier's contribution is less than 30 percent, submit the voucher with a request for determination of dependency IAW this chapter.

(2) The evidence submitted must show that the stepchild is dependent upon the soldier for support, maintenance and education, and that the stepchild's income is not sufficient for his/her support. It must further show that the stepchild re-sides in the soldier's household and did travel when transportation of dependents was authorized at Government expense. The soldier is required to submit a statement as indicated below. (See Comp. Gen. B-124149, 23 December 1955 and B-126692, 12 March 1956.) Statement to prove voucher for transportation of a dependent stepchild:

(Statement for Stepchild*)

The facts stated and disclosed in this statement are true and correct for establishing dependency for entitlement to travel allowances for dependents. The person named below is my dependent.

Name of Stepchild _____

Relationship _____ DOB _____

The stepchild is dependent on me. The amount required for the child's reasonable and proper living expense is \$_____ per month. The monthly income the child receives from all other sources is \$_____

I contribute from my personal funds \$_____ per month, solely for the care, maintenance, support and education of the above named child.

**The child does not have property or income adequate for his or her support. The child is not the beneficiary, either directly or through others, or any trust or estate entitling the child to income adequate for his or her support and education.

Signature _____

Social Security Number _____

Station and organization _____

Grade _____ Date _____

*If there are two or more stepchildren involved, change form accordingly.

**If the stepchild does have income, property, is a beneficiary of any trust or estate entitling him/her to income adequate for support or education, delete word "not" and furnish a statement as to the value of the trust or estate, and child's share, and the annual income accruing and statement of custody under guardianship proceedings, as appropriate.

f. Illegitimate children.

(1) The FAO/DAO providing financial service to the soldier determines the dependency in a case that indicates that the illegitimate child is dependent upon the soldier to the extent that such soldier necessarily and regularly contributes to the support, maintenance and education of the illegitimate child.

(2) The alleged parent must be judicially ordered to contribute to the illegitimate child's support, or must have admitted in writing to be the biological parent of the illegitimate child. In those cases that are determined by judicial decree, the allowances are paid when the decree is issued by a court within the U.S., its territories or possessions. The soldier must regularly contribute not less than 50 percent of the total monthly expenses of the child.

(3) The soldier may claim an illegitimate child as a dependent where the child is in the legal and physical custody of the soldier and the legal support requirements are met. The FAO/DAO requires the soldier to submit a statement as indicated below and requires the showing of the court decree or the soldier's written statement admitting parentage.

Statement to prove voucher for transportation of an illegitimate child:

(Statement for Illegitimate Child*)

The facts stated and disclosed herein are true and correct for establishing dependency for entitlement to travel allowances for dependents. The person name below is my dependent:

Name of illegitimate child _____

Date of Birth _____

He/she was decreed to be my child pursuant to the laws of _____. The amount required for the child's reasonable and proper living expense is \$_____ per month. The monthly income the child receives from all other sources is \$_____ per month. I contribute from my personal funds _____ per month; solely for the care, maintenance, support, and education of the above named child.

**The child does not have property or income adequate for his or her support. The child is not the beneficiary, either directly or through others, of any trust or estate entitling the child to income adequate for his or her support and education.

Signature _____

Social Security Number _____

Station and organization _____

Grade _____ Date _____

*If there are two or more children involved, change form accordingly.

**If the child does have income, property, is a beneficiary of any trust or estate entitling him/her to income adequate for support or education, delete word "not" and furnish a statement as to the value of the trust or estate, the child's share, and the annual income accruing and statement of custody under guardianship proceedings, as appropriate.

g. Unmarried children over 21 years of age.

(1) Determination by FAO/DAO. The FAO/DAO providing finance service to the soldier determines the dependency of an unmarried child over 21 years of age who is incapable of self-support because of being mentally or physically incapacitated and is therefore dependent on the soldier for over half his/her support. The soldier is required to submit a statement as indicated below. This statement will be accompanied by a statement from a physician showing how long the child has been under his care and the cause and degree of incapacitation. The FAO/DAO may request any additional documents, evidence or information that is necessary. Statement to prove voucher for transportation of an unmarried child over 21 years of age:

(Statement for Unmarried Child* Over 21 Years of Age)

The facts stated and disclosed herein are true and correct for establishing dependency for entitlement to travel allowances for dependents.

The child (Name)_____ (Age) _____ is unmarried, (is physically incapacitated) (is mentally incapacitated) to an extent that rendered him/her incapable of self-support and was therefore dependent on me for over half his/her support. I did (did not) claim the above named dependent as an exemption on my Federal income tax return for the past calendar year.

The reason such exemption was not claimed is (State reason if not claimed) _____

_____ The reasonable total market value income-producing property (including real estate), cash on hand and in

the bank, or securities owned by the above named dependent is \$ _____. The actual living expenses of the above named dependent (including reasonable value of quarters and subsistence, furnished by me) during _____ to _____ were not less than \$ _____ per month.

** The total income of this dependent from all sources, including but not restricted to receipts from trust funds, wages, compensation, pensions, annuities, retirement benefits, and the reasonable value of gifts and contributions received from others excluding my gifts and contributions during the period stated above was not more than \$ _____ per month.

** The total of my contributions made solely to-ward the said actual living expenses of the above named dependent (including all cash contributions and the reasonable value items such as quarters and subsistence furnished by me) during the period stated above was not less than \$ _____ per month and my contributions were made to the said dependent without any consideration in return therefor. Additional material facts or explanations such as type of incapacitation or prior period of incapacitation is furnished on the reverse.

Signature _____

Social Security Number _____

Station and organization _____

Grade _____ Date _____

*If there are two or more children involved, change form accordingly.

**Average based on a 3-month period before date of this statement.

(2) Doubtful dependency. When the facts furnished do not clearly show that the soldier is responsible for over half the child's support or the facts are doubtful, the FAO/DAO will request a determination of dependency (see this chapter).

h. Dependent parents. Determination of dependency or relationship of parent(s), stepparent(s), former stepparent(s), or other person(s) who has/have stood in "loco parentis" will be submitted to the DFAS-Indianapolis Center, ATTN: DFAS-IN-FJFC/D, 8899 East 56th Street, Indianapolis, IN 46249-0801.

(1) The evidence must show that-- The parent is in fact dependent upon the soldier for over 50 percent of his/her support.

(2) The parent resided in the soldier's household and,

(a) Performed travel to the new station, or,
(b) Will continue to reside in the soldier's household at the new station if transportation requests or transportation in kind is provided to the dependent. Submit the statement indicated below to determine dependency of parent(s). DD Form 137-3 will be obtained from the parent(s) by DFAS-IN. Any additional documents, evidence or information considered necessary to make a determination may be requested by the DFAS-IN.

Statement to prove voucher for transportation of a dependent parent:

(Statement for Dependent Parent*)

The facts stated and disclosed in this statement are true and correct for establishing dependency for entitlement to travel allowances for dependents and that the person named below is dependent on me for over half his/her support.

Name _____

Address _____

Date of Birth _____

Relationship _____

I (did) ____ (did not) ____ claim the above named dependent as an exemption on my Federal income tax return for the past calendar year. The reason such exemption was not claimed is _____

_. The reasonable total market value income producing property (including real estate), cash on hand and in the bank and securities owned by the above named dependent is not more than \$ _____

_. The total income of said dependent from all sources including, but not restricted to wages, compensations, pensions, annuities, alimony, retirement benefits, and the reasonable value of gifts and contributions received from others but excluding my gifts and contributions, is not more than \$ _____ per month.

** The actual personal living expenses of the above named dependent (including the reasonable value of quarters and subsistence furnished by me) are not less than \$ _____ per month**.

**The total of my contributions made solely toward the said actual living expenses of the above named dependent including all cash contributions and the reasonable value items such as quarters and subsistence furnished by me is not less than \$ _____ and such contributions made by me to the said dependent without any consideration in return therefor. Additional material facts or explanations are as follows:

Signature _____

Social Security Number _____

Station and organization _____

Grade _____ Date _____

*If both parents are involved, change form accordingly.

**Average based on 3-month period before date of this statement.

i. Common law spouse A case of this type is a question of legal status.

(1) Submit any officer's case for determination of dependency to the Comptroller General of the United States through the DFAS-Indianapolis Center, ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201.

(2) Submit any enlisted case for a determination of dependency to the DFAS-Indianapolis Center, ATTN: DFAS-IN-FJFC/D, 8899 East 56th Street, Indianapolis, IN 46249-0801.

(3) Require the soldier to submit a statement as indicated below, and accompany such statement with any documents or facts necessary to substantiate the common law marriage.

(4) The Comptroller General of the United States or DFAS-IN may request any additional evidence or information necessary for determination.

Statement to prove voucher for transportation of a common law spouse:

(Statement for Common Law Spouse)

The facts stated and disclosed in this statement are true and correct for establishing dependency for entitlement to travel allowances. My spouse and I did mutually agree to become husband and wife, to assume all duties and responsibilities and with the rights and privileges of husband and wife.

1. My name at the time of the mutual agreement was _____ and my spouse's name was _____. The date of the marriage agreement was (Date) _____ at _____

(Place of marriage agreement - City, County, and State) _____.

2. The marriage agreement was consummated by voluntary cohabitation between my spouse and myself in the following places:

Address: number, street, city _____

From _____ To _____

_____ or,

Post office or State _____

3. The marriage agreement was further consummated by each of us before our relatives, associates, neighbors, and members of the community in which we lived as husband and wife.

4. To the best of my knowledge and belief, both my spouse and I were not married before the time of said marriage, neither of us having an existing husband or wife nor were forbidden to marry by the laws of the State in which the marriage agreement was consummated.

5. Other pertinent facts are: _____

_____.

6. I swear that all the these statements are true and correct.

Signature _____

Social Security Number _____

Station and organization _____

Grade _____ Date _____

j. Doubtful dependency cases.

(1) When dependency status is in question or doubtful, submit request for determination of dependency as indicated in b and c, below.

(2) In case of an officer, submit the request for determination to the Comptroller General of the United States through the DFAS-Indianapolis Center,

ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201.

(3) In the case of an enlisted soldier, submit the request for determination of dependency to the DFAS-Indianapolis Center, ATTN: DFAS-IN/FJFC/D, 8899 East 56th Street, Indianapolis, IN 46249-0801.

(4) Accompany the above requests with any documents, facts or evidence furnished by the soldier. The Comptroller General of the United States or the DFAS may request any additional documents that are necessary for a determination.

k. Dependency determinations when payment vouchers not involved When a payment voucher is not involved, the request for determination of dependency will be submitted to the DFAS-Indianapolis Center, ATTN: DFAS-IN/FJFC/D, 8899 East 56th Street, Indianapolis, IN 46249-0801. Support the request by any documents, facts or evidence that the soldier (officer or enlisted) furnishes. These determinations are needed for furnishing transportation in kind or GTR for dependent(s) when the dependency cannot be established by the FAO/DAO (see this chapter).

l. Receipts for unused Government Transportation Requests (GTRs), and other transportation documents or tickets.

(1) Transportation for dependent. When a GTR was furnished for dependent travel and the document or common carrier ticket was not used, the voucher claiming reimbursement for dependent travel must be supported by a receipt, (DD Form 730) from the TO to whom the GTR or unused ticket was surrendered.

(2) Baggage. When baggage was checked through to destination on tickets not used for pas-sage and computation of the amount payable was made based on MALT, make deduction for the cost to the U.S. Government for shipping the bag-gage without a passenger. Compute the cost to the U.S. Government for shipping baggage locally, if tariffs are available, or secured from the local carrier's agent or the office paying the related carrier's bill.

39-43. Payment of Vouchers

a. New permanent duty station (PDS) in the United States (U.S.). Upon PCS when both the old and new PDSs of the soldier are located in the U.S. or when the soldier is permanently transferred from an overseas station to a station in the U.S., submit the voucher for reimbursement for transportation of dependents to the FAO/DAO furnishing finance service at the new PDS. The FAO/DAO makes the payment of travel allowances for both land and transoceanic travel. When travel by POC to or from the island portion of Newfoundland, Alaska, or Central America (including Panama) is involved, approval of the overseas commander is required if such travel is not authorized in the orders.

b. Soldier assigned outside Continental United States (OCONUS).

(1) *Payment by finance and accounting office/ defense accounting officer (FAO/DAO) in the U.S.*

(a) A soldier who travels under orders with duty at an OCONUS area where concurrent travel of dependents is not authorized, may be reimbursed for travel of dependents to a designated location by any FAO/DAO in the U.S. before the effective date of the orders, provided the following requirements are met:

1. Travel of dependents was performed before the soldier's departure to the OCONUS permanent station.

2. Soldier submits DD Form 1588 for notations required by section 1 when a dependent travel voucher is submitted.

3. Statement attached to the voucher that application for concurrent movement of dependents to the overseas duty station has been submitted and disapproved or attached orders state that travel of dependents and shipment of household goods (HHGs) to a designated location are authorized.

4. All other conditions necessary for payment of dependent travel established in the JFTR are met.

(b) Forward a copy of the paid voucher to the FAO/DAO at soldier's PDS.

(2) *Payment by FAO/DAO OCONUS* When payment for transportation of dependents to a designated location was not made to the soldier by FAO/DAO in the U.S. before the soldier's departure for the OCONUS station, submit the voucher for reimbursement for transportation of dependents to the FAO/DAO servicing the station or organization to which the claimant is assigned.

(3) *Payment when application for concurrent travel was authorized but not performed* When a soldier is transferred to an OCONUS area and concurrent travel of dependents was authorized, or could have been applied for to the OCONUS area, but the soldier elected not to move the dependents to the OCONUS area, reimbursement for travel of dependents to an alternate place may not be made by a FAO/DAO without one of the following statements:

(a) An application for concurrent travel was submitted and approved, but "I elected not to move my dependents to the overseas area."

(b) An application for concurrent travel of my dependents was not submitted.

(4) Approval of POC travel required. When travel by POC to or from Alaska, the island portion of Newfoundland, or Central America (including Panama) is involved, approval by the overseas commander is required if not specifically authorized in the soldier's order.

c. *Retirement, placement on Temporary Disability Retired List (TDRL), discharged with severance or readjustment pay or involuntarily released to inactive duty with readjustment pay.*

(1) *Retirement.* Submit all vouchers covering reimbursement for transportation of dependents of soldiers who are retired or placed on the TDRL to the

Defense Accounting Support Activity - Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249.

(2) *Discharged with severance or readjustment pay or involuntarily released with readjustment pay.* Submit all vouchers covering reimbursement for transportation of dependents of soldiers who are discharged with severance, readjustment pay or involuntarily released to inactive duty with readjustment pay immediately following at least 8 years of active duty with no single break of more than 90 days to the last servicing FAO/DAO.

d. *Soldiers separated from the service.*

(1) Vouchers covering reimbursement for transportation of dependents of soldiers who are separated from the service, including soldiers separated before expiration of term of service under honorable conditions, or relieved from active duty upon expiration of enlistment or prescribed term of service, are paid by the FAOs/DAOs who provide financial services for the Transition Points. FAOs/DAOs provide affected separatees with all necessary forms, detailed instructions for submission of claims, and pre-addressed, postage-free envelopes for mailing of the claims. The claims include reimbursement for transoceanic travel, when applicable. Payment for travel allowances for the travel of dependents before the performance of such travel is prohibited.

(2) A soldier who separated from the service and the character of the separation is to be determined, may transport the dependents at personal expense while awaiting the determination. If the separation is determined to be under honorable conditions, submit a claim for reimbursement to the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249.

e. *Corrected travel vouchers for travel of dependents.* A corrected voucher submitted for travel of dependents, previously investigated by the DA or the United States GAO and the amount for the travel refunded by the soldier, will not be paid locally. Forward the corrected voucher, supported by a statement of the facts covering the travel performed and the original payment reference, to the Director, Claims Division, United States General Accounting Office, Washington, DC 20548, through the DFAS-Indianapolis Center, ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201. The letter of transmittal should contain a reference to the original payment that was refunded by the soldier.

f. *Travel of dependents of soldier injured, dead, missing, interned, captured.*

(1) *Payment.* Vouchers claiming reimbursement for travel of dependents under Title 37 U.S.C. 406(f), 551, 554, 555, 556 (JFTR, Chapter 5), will be paid only by the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700.

(2) *Substantiating documents* Support the reimbursement voucher by written orders, if issued; an official status report; or other evidence that establishes the claimant's entitlement to travel. If the travel is to other than the claimant's official residence or the official residence of the soldier, attach a statement showing a reasonable justification. The paying officer is responsible for ensuring that the voucher is supported by proper orders or other evidence establishing the applicant's entitlement to travel.

(3) *Approval.* The nearest U.S. Army installation or OCONUS commander to the claimant approves the travel to a location other than the claimant's official residence or the official residence of the soldier. If the travel of the dependents of a deceased soldier is not completed within one year after the death of the soldier, an extension is required IAW this chapter.

g. Transportation of the remains of dependents of retirees dying in military medical facilities. Effective October 23, 1992, provision was made authorizing the Service Secretaries to transport or pay the cost of transporting the remains of a military retiree's dependents who die while in military medical facilities in the United States (to include the Commonwealth of Puerto Rico and the territories and possessions of the United States) to the point of burial. However, ensure that they are consistent with criteria contained in section 1490 of Title 10, U.S.C. (which relates to transportation of remains) and with the term "dependent" as contained in section 1072(2) of Title 10, U.S.C.

Section X

Transportation of Household Goods (HHG) - Military and Civilian Employees

39-44. General

a. Authority. General provisions governing transportation of HHGs.

(1) For service members see JFTR, Chapter 4, Part H (TDY) and Chapter 5, Part D (PCS).

(2) For civilians see JTR, Chapter 8.

b. Applications for transportation AR 55-71 and DoD Regulation 4500.34-R (Personal Property Traffic Management Regulation), provide the information for applying for transportation of HHG. Certain military installations are assigned specific geographical area responsibilities for the procurement of transportation, storage, and related services. A directory of installations is listed by State and county within the State, in DoD Regulation 4500.34-R.

c. Soldiers undergoing medical treatment on date active duty ended. See JFTR, Chapter 5, Part D and AR 55-71. A signed statement from the responsible medical officer supports the application for transportation of HHG made within 1 year after discharge from the hospital or termination of medical treatment. The statement contains:

(1) Information that the soldier was undergoing treatment on date of termination of active duty.

(2) Date soldier was discharged from hospital or released from medical treatment. If extension of time limitation otherwise authorized concerning the soldier's hospitalization has been authorized or approved by the major U.S. Army commander, a copy of the authorization or approval is also to be attached to DD Form 1299 (Application for Shipment and/or Storage of Personal Property), which remains in the transportation office.

d. Soldiers undergoing education or training on date active duty ended. See JFTR, chapter 5, part D and AR 55-71. Attach a copy of the authorization/approval to the DD Form 1299, which remains in the transportation office. This paragraph also applies to soldiers who commence education or training during the 1-year period authorized for selection of a home or during an extension of the period.

e. Reimbursement for civilian employees on commuted rate. When settlement is made in connection with reimbursement for shipment of HHGs, the FAO/DAO accepts the mileage shown on the carrier's bill unless the mileage appears to be in error. To verify HHGs mileage contact the local TO (See JTR, chapter 8).

f. Reimbursement for shipment of HHG and baggage made at personal expense.

(1) See JFTR, Chapter 5, Part D.

(2) The TO provides a soldier with:

(a) A statement from the responsible origin TO confirming that the soldier was advised to make shipment at personal expense.

(b) A statement of shipping costs that would have been incurred if the U.S. Government had arranged the shipment.

(c) A statement as to whether the storage for a period of more than 90 days was necessary because of conditions beyond the soldier's control.

(3) Submit claims for reimbursement to the local FAO/DAO for payment on DD Form 1351-2. The following supporting papers are required:

(a) A copy of each order or special authorization to establish the claimant's right to ship to and from the points involved.

(b) The original bills for transportation or accessorial services marked "paid" and receipted by the carrier, to include C.O.D. or advance charges. The bills must itemize the cost of each service in the total charge; the date of each service; the weight of the HHG and baggage with professional books and papers; equipment listed separately; and the origin and destination of the shipment.

(c) A statement identifying all other shipments made at U.S. Government expense under the same authority (if none, so state). (See AR 55-71).

(4) When property is shipped by commercial carrier in an uncrated condition, the following additional documentation is required:

(a) A certified weight certificate from a public weigh master showing the gross, tare, and net weight of the shipment. If a weight certificate is not available, a statement by the carrier certifying the actual or estimated weight and the formula or method used to obtain the weight.

(b) An itemized list of all packing and other accessorial services performed (such as piano carry, appliance servicing, extra pickup/delivery, waiting time, reweigh or extra labor charges) and the cost for each. The packing charges will show the types of containers used, the number and dimensions of each type, and the unit cost for each type of container.

(c) A copy of the commercial bill of lading.

(5) When a special conveyance is rented or the operator of a conveyance is hired the following documents are required:

(a) A copy of the rental or hiring agreement.

(b) A descriptive list of articles shipped.

(c) The actual weight or weight estimated at 7 pounds per cubic foot.

(6) When any part of a shipment is to be paid directly by the U.S. Government to a carrier or contractor and the claim involves additional or supplemental services, the claim will include a copy of the GBL, contract, purchase order, or service used to pay charges for the U.S. Government portion of the shipment. When copies of these documents are not available, reference them in sufficient detail to identify any previous payment voucher(s).

(7) When a claim is received from a soldier who is:

(a) Relieved from active duty.

(b) Separated from the service.

(c) Placed on Temporary Disability Retired List (TDRL).

(d) Retired with pay, for any reason, the claimant will be referred to the local TO or the TO near his/her home for help under the provisions of AR 55-71. The TO advises the claimant that the claim must be submitted directly to DFAS-Indianapolis Center, ATTN: DFAS-IN/FTFA, 8899 East 56th Street, Indianapolis, IN 46249-1601.

(8) Soldiers separating from the Service when the "reasons for the separation yet to be determined" may not ship HHG at U.S. Government expense. If separation is determined to be under honorable conditions, submit claims for shipment made at personal expense, to the DFAS-Indianapolis Center, ATTN: DFAS-IN/FTFA, 8899 East 56th Street, Indianapolis, IN 46249-1601.

(9) When the local FAO/DAO pays a claim, he/she will furnish the DFAS-Indianapolis Center, ATTN: DFAS-IN/FTGC, 8899 East 56th Street, Indianapolis, IN 46249-1601 the following:

(a) A copy of the payment voucher.

(b) A copy of the commercial bill of lading or a copy of the rental or hiring agreement, if a special conveyance and/or an operator of a conveyance is rented or hired.

(c) A certified weight certificate from a public weigh master showing the gross, tare, and net weight of the shipment. If a weight certificate is not available a statement certifying the actual or estimated weight and the formula or method used to obtain the weight.

(d) A copy of the soldier's orders, including SSN.

(10) Forward claims from U.S. Air Force personnel to the nearest U.S. Air Force installation for processing IAW U.S. Air Force directives.

i. Payment of excess cost on shipment of HHG.

DFAS-IN/FT, Directorate for Transportation Payments, determines if any excess cost was incurred for shipment of HHG, and notifies the servicing FAO/DAO, which then notifies the soldier of the amount of the indebtedness and the options for payment. If the soldier considers the final decision made on a rebuttal on this indebtedness to be erroneous, the soldier may file a claim through proper channels, with the U.S. States General Accounting Office, General Government Division, Claims Group, Room 5047, 441 "G" Street, N.W., Washington, DC 20548. (See JFTR, chapter 5, part D).

j. Excess cost computed or collected by other than the paying office. These excess costs are based on estimated transportation charges. They are subject to review and adjustment by the paying office upon receipt of the carrier's bill, which reflects the actual cost to the U.S. Government. Collection voucher(s) prepared at origin will include a detailed explanation of the computation used in determining the amount(s).

k. Local moves involving other services. For military members of other services who are assigned to or administratively controlled by a U.S. Army installation or command, any direct costs arising from the procurement of services for local moves must be paid from that station's funds IAW DOD Regulation 4500.34-R.

l. Shipment of privately owned vehicle (POV).

(1) The JFTR, Chapter 5, Part E or the JTR, Chapter 11, contain the entitlements when a POV is shipped at U.S. Government expense. While a POV is NOT an item of HHG, shipment is briefly covered here as a related area.

(2) A copy of the DD Form 788 (Private Shipping Document) is the substantiating document to any payment involving travel to, from or via the POV processing port.

(3) If the traveler cannot provide a copy of the DD Form 788, a signed statement containing, at least the following information, is used:

(a) Name, grade and ssn.

(b) Make and model of car.

(c) The fact that the car was shipped at U.S. Government expense.

(d) The Port of Embarkation (POE) and the Port of Debarkation (POD).

(4) Should the finance officer still require the DD Form 788, a copy may be obtained from the POD at which the POV was picked up.

(5) If a foreign POV was shipped at personal expense or a newly purchased POV was picked up in CONUS the traveler will be limited to the cost effective aerial port servicing the new station.

39-45. Do-It-Yourself (DITY) Move

a. Authority. General provisions governing entitlement to transportation of HHG under the DITY program is set forth in JFTR, Chapter 5, Part D and AR 55-71, Chapter 14. The statutory authority is 37 U.S.C. 406(k).

b. Applicability.

(1) This section applies to the finance procedures for movement of HHG by military personnel in CONUS under the DITY program.

(2) The JFTR, chapter 5, part D, allows DITY moves overseas that will not involve transoceanic shipments. If the local TO authorized a DITY move, finance procedures are the same as for a CONUS move.

(3) The DITY move should be authorized in advance by the TO shown on DD Form 2278 (Application for Do-It-Yourself (DITY) Move and Counseling Checklist). However, under extenuating circumstances, after the fact approval is available.

(4) The DITY program applies to military personnel only. As such, the rules in this section do not apply to civilian employees.

c. Travel allowances for soldier and dependents also payable. A soldier who uses the DITY method to move HHG incident to a PCS, is authorized PCS travel allowances for self and dependents, if they ride to the new destination in the rental truck or POC approved for use in movement of HHG. Although these are separate entitlements, they are processed on DD Form 1351-2.

d. DITY option. The DITY option is available to all soldiers for movement of HHG or personal baggage for PCS, TDY, or local moves. The program applies for CONUS and OCONUS except for transoceanic shipment. The program is entirely voluntary and is an alternative mode of shipment for all or a portion of the soldier's weight allowance. The DITY method of moving HHG is a monetary incentive program that authorizes a soldier to be paid an amount equal to 80 percent of what it would have cost the U.S. Government had the U.S. Government moved the HHG.

e. Responsibilities of the Transportation Officer (TO), before movement. The TO's first responsibility is to counsel the soldier on the availability of DITY and to make the initial cost comparison. The origin TO furnishes the soldier a copy of DD Form 2278. This form shows the estimated cost of moving the soldier's HHG and the estimated incentive payment. If the DITY method is used, written authorization by the TO is shown on DD Form 2278.

f. Proper paying FAO/DAO.

(1) Generally, the incentive payment is made by the FAO/DAO providing finance services to the soldier at the new PDS. The FAO/DAO making the payment is shown in block 4(h) on DD Form 2278.

(2) Separation, retirement, assignment to overseas station, or local moves are paid by the FAO/DAO providing finance service to the soldier at the time he/she applies for the DITY move.

(3) When a soldier is assigned OCONUS and the HHG are moved to a designated location, the incentive payment may be made before completion of the soldier's travel to the new PDS. The documentation required by paragraph *g.* below may be presented to any FAO/DAO in CONUS provided the following conditions are met:

(a) Movement of the HHG is completed.

(b) Soldier submits the documentation required by paragraph *g.* below.

(c) Soldier submits DD Form 1588 for notations required at the time the travel voucher is submitted. The same FAO/DAO should make the payment for the DITY move that makes payment for travel allowances for dependents who move to an alternate or designated place. Forward a copy of the paid travel voucher and a copy of the travel orders to the FAO/DAO servicing the soldier's account. Payments for DITY moves will not be made by FAOs/DAOs OCONUS, except moves described in paragraph 39-45.b.

(4) All settlements for DITY vouchers, for members assigned to military entrance processing stations (MEPS) will be mailed to: Defense Accounting Support Activity- Indianapolis, Department 3700, 8899 East 56TH Street, Indianapolis IN 46249-3700

(5) Remember that DITY vouchers must process through the soldier's servicing transportation office before they are sent to the FAO/DAO for payment.

g. Supporting documents furnished the FAO/DAO by the soldier.

(1) After completion of the move, the soldier submits a DD Form 1351-2, with the following required supporting documents, to the FAO/DAO designated in block 4(h), on DD Form 2278:

(a) Three copies of travel orders.

(b) Certified weight tickets (Tare and Gross) for each vehicle loaded unless use of constructed weight was approved in advance by the TO. No incentive is computable without valid weight tickets or approved constructed weight by the TO.

(c) Three copies of the DD Form 2278.

(2) DD Form 1351-2 must be filed, even if an incentive payment is not payable for whatever reason. Failure to file may result in the issuance of DD Form 139 (Pay Adjustment Authorization) to collect any advances received for the DITY move.

g. Computation of Government Bill of Lading (GBL), or local move cost.

(1) The FAO/DAO furnishes the net weight, based on the soldier's weight tickets, the origin and destination points to the TO at the paying installation.

(2) The TO computes the cost and furnishes the work sheets to the FAO/DAO for computation of the incentive due the soldier.

i. Payment to the soldier.

(1) Payment of the advance operating allowance may be made to the soldier based on estimated GBL cost.

(a) To receive advance operating allowance, the soldier must present DD Form 2278 and two copies of travel orders to the servicing FAO/DAO. Annotate DD Form 2278, blocks 8(a) and 9(a)(4) with one of the following:

1. Soldier authorized 60-percent advance operating allowance.

2. Soldier does not want an advance operating allowance.

3. Soldier is not authorized an advance operating allowance.

(b) The following statement should be typed on DD Form 1351: "If the advance operating allowance exceeds the cost to the U.S. Government, repayment must be made for the excess amount."

(2) Moves in POCs.

(a) Soldiers may use either personally owned or borrowed vehicles if the soldier has the owner's written permission.

(b) Incentive will be paid on DD Form 1351-2. Annotate DD Form 1351-2 if collection action is required.

j. Tax withholding.

(1) The incentive payment (excluding the operating allowance computed using 60 percent of actual cost of GBL), is taxable income. Deduct the authorized operating allowance (not the advance received) from the adjusted DITY incentive payment to arrive at the portion of the incentive that is subject to tax withholding. Deduct this operating allowance whether the soldier receives an advance on it or not. FAO/DAO withholds 28 percent Federal income tax, but withholds no State or local tax from the incentive payment. The travel section furnishes a copy of the DD Form 1351-2 to military pay.

(2) The travel section prepares a TD Form W-2 for the DITY payment, and provides it to the traveler. The gross incentive payment (80 percent of the GBL cost) is put in the "Wages, Tips, and Other Compensation" block of the TD Form W-2. The block for "Social Security Wages" is left blank.

(3) The travel section provides the traveler a statement with the DITY settlement voucher that reads, "This voucher contains taxable wages for Federal and State purposes. However, while state and local income taxes were not withheld, a TD Form W-2 was issued. It is your responsibility to include this income, as applicable, in your tax returns."

k. Method of computation. The TO furnishes the total constructive GBL cost to the FAO/DAO.

(1) *Computation of operating allowances* The operating allowance is computed using the following formula: Total GBL cost, provided by transportation, based on actual weight shipped, X 60 percent equals Operating Allowance. An advance of the operating allowance may be paid using 60 percent of the estimated GBL cost. When a difference exists between the estimated weight and the actual weight shipped, the actual weight is used to compute the operating allowance upon settlement.

(2) *Examples of computations* The following are examples showing the method of computing DITY settlement payments when an advance operating allowance has not been/has been received:

Example 1. Advance Operating Allowance (Not Received.)			
a. Actual cost to Government, if moved by GBL			\$1507.50
b. Actual cost to Government	\$1507.50		
X 80%	80%		
Gross DITY incentive payment			\$1206.00
c. Actual cost to Government	\$1507.50		
X 60%	60%		
Operating Allowance		\$904.50	
d. Tax Computation:			
Gross DITY incentive payment	\$1206.00		
Adjust Operating Allowance	\$904.50		
Taxable income		\$301.50	
Federal Tax:			
Taxable income X 28%		\$84.42	
Total Federal taxes withheld			\$84.42
Net DITY Incentive Payment			\$1121.58
(less total taxes withheld)			

Example 2. Advance Operating Allowance (Received \$800.00 Advance):			
Actual cost to Government, if moved by GBL			\$1507.50
Actual cost to Government	\$1507.50		
X 80%	80%		
Gross DITY incentive payment			1206.00
Tax Computation:			
Same as Example 1,d:			
Total Federal taxes withheld		\$84.92	
DITY incentive payment due after taxes:		\$1121.58	
Less advance operating allowance paid		\$800.00	
Net DITY incentive payment due soldier			\$321.58

l. Distribution to the Director, DFAS-IN.

A copy of the soldier's paid voucher, DD Form 1351-2, showing the weight shipped is forwarded by the travel branch to the DFAS-Indianapolis Center, ATTN: DFAS-IN/FTFA 8899 East 56th Street, Indianapolis, IN 46249-1601, with any other record of shipment or storage under the same travel order and whether any excess charges are to be collected from the soldier.

m. Do-It-Yourself (DITY) moves involving other services.

(1) Pay DITY moves involving personnel of other services as designated in (a) through (c) below. Make payment IAW b below, when arrangements are made by a U.S. Army TO and funds provided are "OMA" (normally local moves).

(a) For a move arranged for a U.S. Navy member by a U.S. Army transportation officer (TO), the DD Form 2278 will show the Commanding Officer, Navy Material Transportation Office Code 024, Bldg Z-1133-5, Naval Base Norfolk VA 23511-6691.

(b) For a move arranged for a U.S. Air Force member by a U.S. Army TO, obtain the same name and location of his/her servicing U.S. Air Force

Accounting & Finance Office. This office is designated as the paying office on DD Form 2278.

(c) For a move arranged for a U.S. Marine Corp member by a U.S. Army TO, the DD Form 2278 will show Commanding General, 470 MCLB, Albany, GA 31704-5000.

(2) For a move arranged for a soldier by another service activity, cite the proper paying FAO/DAO, as determined by paragraph 39-45.e, on DD Form 2278.

(3) Local assignment - reassignment or termination of quarters - for members of other services. Any direct cost arising from the procurement of transportation services for local moves must be paid from the funds of that station. The DITY contract and incentive is charged to the appropriation, "OMA" (see DOD Regulation 4500.34-R).

n. Member dies before payment of Do-It-Yourself (DITY) move.

(1) Make computation by the TO and FAO/DAO should be made in the normal manner, stopping short of tax computation.

(2) The entire file should be forwarded IAW AR 37-104-3, and can be included in settlement of the arrears of pay required by 10 U.S.C. 2771.

(3) Payments for USAF/U.S. Navy/USMC personnel.

(a) Payments for USAF personnel will not include computation of taxable income or have any tax withheld. Forward information copies of paid vouchers to the appropriate U.S. Air Force Accounting and Finance Office servicing the member's military pay account.

(b) Payments for U.S. Navy personnel include computation of taxable income and tax withholding. Prepare and issue individual TD Form W-2 with the payment voucher. Handle accountability and reporting for tax information the same way as taxable payments made on civilian PCS travel. Forward information copies of paid vouchers to the Commanding Officer, Material Transportation Office 024, Bldg Z-1133-5, Naval Base Norfolk, VA 23511-6691.

(c) Handle payments for USMC personnel in the same manner used for U.S. Navy Personnel except for forwarding an information copy of the paid voucher. USMC does not require an information copy.

Section XI

Mobile Home Allowances - Military and Civilian Employees

39-46. General

a. Purpose. The entitlement of a soldier/civilian to mobile home allowances, including entitlement to transportation, is determined IAW JFTR, Chapter 5, Part F, and the JTR, Chapter 10.

b. Authority and administrative regulations.

(1) 37 U.S.C., Section 409.

(2) AR 55-71, Chapter 11.

(3) DoD 4500.34-R.

(4) FTR, Chapter 302-7.

(5) 5 U.S.C., 5721-5734.

c. Collection of excess costs in advance of shipment by government-procured transportation.

(1) *Military.*

(a) All costs over the amount authorized in the JFTR, Chapter 5, Part F, are collected before shipment from a soldier on discharge or separation from the service, resignation or release from active duty, or from the dependent of a deceased soldier. Unless determined in advance that the shipment will not result in excess costs, the U.S. Government will not arrange for the transportation of a mobile home on a GBL for a soldier who will not be in a pay status after the move. Soldiers retired with pay are considered to be in a pay status and may be furnished U.S. Government procured mobile home transportation in the same manner as a soldier on active duty.

(b) Collection procedure. Make collection on DD Form 1131 (Cash Collection Voucher). Furnish a copy of DD Form 1131 to the soldier, and attach a copy to DD Form 1299 and forwarded to DFAS-Indianapolis Center, ATTN: DFAS-IN/FTDA, 8899 East 56th Street, Indianapolis, IN 46249-0656, IAW DoD Directive 4500-34-R. If the amount collected exceeds the costs determined properly chargeable against the soldier, DFAS refunds the excess collection to the soldier.

(2) *Civilian.* Civilian employees execute a written agreement to pay any excess costs per JTR, Chapter 10.

d. Shipment of temporary weight allowance. When PCS orders direct TDY en route, shipment of the temporary change of station weight allowance authorized by JFTR, Chapter 4, Part G, will not prevent the soldier from receiving the mobile home allowance.

e. Time limitation-separation from service, relief from active duty, retirement, placement on TDRL, discharge with severance pay, or involuntary release to inactive duty with readjustment pay.

(1) For a soldier to be entitled to a mobile home allowance, transportation of the mobile home must be completed within the same time constraints as contained in the JFTR, Chapter 5, Part B. If transportation of the mobile home is arranged by the U.S. Government, the mobile home must be turned over to a TO within the specified time frame.

(2) Forward requests for extension of the time limitations for soldiers U.S. Army installation or major commander IAW AR 55-71.

f. Appropriation chargeable. The applicable appropriation cited in DFAS-IN Manual 37-100-FY is charged for the cost of the mobile home allowance. Orders need not be amended to include the MDC or the allotment account for transportation of a mobile home, if otherwise proper.

h. Recording information of shipment Upon receipt of a copy of the DD Form 1299 from the TO, the FAO/DAO records on the DD Form 1588 the information that a mobile home was shipped at U.S. Government expense. Forward a copy of the DD Form 1299 to the FAO/DAO at the new duty station of the traveler as prescribed in this chapter.

39-47. Advances of Mobile Home Allowance

a. Information to traveler Provide the traveler with copies of the applicable portions of the JFTR or JTR relating to mobile homes.

b. Travel advance procedures Use Section V for payment, settlement, and control of advances, unless modified by this section.

c. When not authorized.

(1) Advance payment is not authorized for movement of a mobile home to a first PDS.

(2) Advance payment is not authorized for a soldier upon relief from active duty, discharge, or separation, who will no longer be in a pay status.

(3) Advance payment is not authorized on a death of a soldier.

d. Information provided to traveler At the time of request for an advance payment of mobile home allowance, advise the traveler that settlement of the advance must be made within 30 days after arrival at the PDS. Explain to the traveler that a travel voucher must be submitted for payment of mobile home allowance and settlement of the advance in order to avoid interruption of normal pay. The traveler should also be informed of the provisions of JFTR, Chapter 5, Part F or JTR, Chapter 10 as applicable.

e. Procedures for obtaining an advance The DD Form 1351 will be prepared as prescribed in Section V, this chapter. The ITO approves and computes the amount of the advance, unless the traveler personally procures the transportation.

39-48. Payment of Mobile Home Allowance for Personally-Procured Transportation

a. Form used for payment Mobile home allowances are paid on DD Form 1351-2. When practicable, payment for dependent travel may be paid on the same voucher IAW Section I.

b. Combination of travel and mobile home allowances. When payment of mobile home allowance and dependent travel is made on the same voucher, the requirements relative to substantiation, approval, payment and distribution of the voucher are as set forth in Sections I and IX. Additionally use the procedures prescribed in this section in processing the voucher for payment. When payment of the mobile home allowance is made separately, the requirements for substantiation are the same as for the soldier's/civilian's travel on PCS.

c. Preparation of vouchers.

(1) *General.* The DD Form 1351-2 is completed to show;

(a) The starting point.

(b) Destination.

(c) Port of exit from, and/or entry into the U.S. if applicable, between which the mobile home was transported.

(d) The date(s) transported.

(e) The mode of transportation.

(f) The DO voucher number, date, and place the DSSN in the prior payment block of DD Form 1351-2, reflecting any advances received.

(2) *Transporters bill for commercial transportation.*

Each voucher claiming reimbursement for the transportation of a mobile home by a commercial transporter will be supported by the original or a legible copy of the itemized bill of the transporter. Such bill must cite the carrier's operating authority, the applicable tariff rate or other rate authority and include an itemized statement of all charges.

d. Submission of claims by dependents for deceased soldier. Each voucher submitted claiming reimbursement for a mobile home transported to a designated place by a dependent of a deceased soldier will be supported by the notification of death, or by orders, authorizing travel of dependents, including shipment of HHGs, if such orders were issued. The voucher submitted by the dependent claiming reimbursement for transporting a mobile home in lieu of shipment of HHGs is forwarded to the Defense Accounting Support Activity-Indianapolis, Department 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700.

e. Transported to or from a station outside the United States. Each voucher claiming reimbursement for a mobile home transported to or from an overseas station will be supported by an additional statement over the signature of the soldier substantially as follows:

My mobile home was transported at personal expense between (station in the U.S.) and the (overseas station)..... via (point of departure from the U.S.) on (Date(s))

See JTR, Chapter 10 for allowable origin and destination points for civilian employees.

Section XII Dislocation Allowance (DLA)

39-49. General

a. Purpose. This chapter contains procedures to be followed when making payments of DLA. For DLA entitlements, refer to JFTR, Chapter 5, Part G.

b. Fiscal year limitation.

(1) Under 37 U.S.C. 407, a soldier is entitled to only one DLA during a fiscal year, except under provisions provided in JFTR, Chapter 5, Part G.

(2) DLA payment is charged to the appropriation current on the effective date of PCS orders. For definition of "Effective Date of PCS Orders", refer to JFTR, Appendix A.

39-50. Substantiation and Payment

a. DLA involving second PCS.

(1) Approval is required before payment of a DLA involving a second PCS in a fiscal year, when the second PCS is not exempted IAW JFTR, Chapter 5, Part G.

(2) Disposition of cases requiring approval. The FAO/DAO refers cases involving a second PCS in a fiscal year requiring approval, to their commander for action IAW AR 614-6 (Permanent Change of Station Policy).

(3) The approving authority for a second PCS in a fiscal year is the appropriate career management division indicated below:

(a) Officers: AMEDD, Chaplains, JAGC, or (PERSCOM), (HQDA DAPC-OP-O) for all others.

(b) Enlisted personnel: The Total Army Military Personnel Command (PERSCOM), (HQDA DAPE-EP) IAW AR 614-200 (Selection of Enlisted Soldiers for Training and Assignment).

b. Vouchers.

(1) Form used. Pay DLA with or without dependents on DD Form 1351-2.

(2) Voucher preparation. Prepare the voucher IAW Section I. For soldiers without dependents, enter "SOLDIERS WITHOUT DEPENDENTS", on DD Form 1351-2, Item 16 (reimbursable expenses), or item 3d, (computation section).

(3) Reference to related vouchers. If DLA is paid separately from the dependent travel and the soldier's travel, cite the previous payment voucher(s) on the DLA voucher. If a voucher has not been and will not be submitted for dependent travel, state this fact on the voucher.

(4) Other information to be shown on or attached to the voucher.

(a) If the present location of dependents is other than the destination for which the travel is claimed, explain the reason for the change of residence.

(b) When dependent travel and DLA are paid on the same voucher, show the amount of the dependent travel payment and the amount of the DLA payment and the accounting classification applicable to each.

(c) Attach a statement by the commander of the new PDS that U.S. Government quarters were not permanently assigned, or a statement of nonavailability of Government quarters, to DLA payments to soldiers defined as "soldiers without dependents."

c. Control of payments Record payment of DLA on DD Form 1588.

d. Dislocation Allowance (DLA), as taxable income. According to Internal Revenue Service Regulations, DLA is not reportable as taxable income unless reimbursements exceed expenses. Therefore, do not issue a TD Form W-2 for a DLA payment.

Section XIII

Payment of Travel and Transportation Allowances of Members and Employees of Other Services by U.S. Army FAOs/DAOs

39-51. Payment of Travel and Transportation Allowances of U.S. Air Force Members

a. Applicability of instructions Payment of travel and transportation allowances to U.S. Air Force members by U.S. Army FAOs/DAOs are IAW U.S. Army instructions, except where a variation is prescribed in this chapter. Forward a copy of the travel voucher to the custodian of DD Form 1588 IAW Section I of this chapter.

b. Appropriation chargeable Items charged against U.S. Air Force appropriations include PCS and TDY travel and transportation allowances (including advance of travel payments), transportation of dependents, DLA, mobile home allowance, mileage, per diem, actual cost of transportation, and MALT.

c. Payment responsibility Items enumerated in paragraph *b.* are paid by the FAO/DAO providing travel payment service to the member. Refer claims for shipment of HHG and baggage made at personal expense to the nearest U.S. Air Force installation for processing IAW U.S. Air Force directives.

d. Notation to be entered on travel vouchers. Annotate all paid travel vouchers with "Entered on DD Form 1588 (date), (initials of posting clerk)."

e. Forwarding of claims settlements Forward U.S. Air Force claims of settlements to the Director, DFAS-DE, ATTN: DFAS-DE/FY, 6760 East Irvington Place, Denver, CO 80279-5000. Claims to forward include:

(1) Vouchers for travel allowances of U.S. Air Force members who are retired for physical disability or placed on the TDRL from a U.S. Army installation.

(2) Vouchers for travel allowances of U.S. Air Force members who are retired with pay, discharged with severance pay or involuntarily released to inactive duty with readjustment pay from a U.S. Army installation.

(3) Vouchers for travel of dependents of U.S. Air Force members upon retirement, placement on the TDRL, or separation or relief from active duty.

(4) Claims from U.S. Air Force members which involve doubtful questions of law or fact, or which are controversial for other reasons, lapsed appropriations, or payments previously made which were the subject of a "Notice of Exemption."

f. Procedure for payment.

(1) Use the DD Form 1351 series of travel forms to pay U.S. Air Force members.

(2) Prepare the travel voucher immediately upon completion of the ordered travel. According to command or local procedures, either the member prepares the voucher personally or turns in the documents and information required for preparation.

(3) Treat the entire amount of an advance of travel allowances as a reduction (droppage) of the amount of travel allowances payable from the same major

accounting classification. Charge only the net amount payable (after such reduction) to the appropriation cited in the travel orders.

g. Records of travel payments.

(1) Use the DD Form 1588 to record the payments of travel allowances made to each member for the dependents' travel, DLA and trailer allowance and to record any collections made from the member which pertain to travel.

(2) The FAO/DAO providing travel payment service for the member opens a record at the time the member submits his initial travel claim. Use the previously used DD Form 1588 when a member reenlists at the same station the day following the date of discharge.

(3) Disposition of the record.

(a) Upon PCS, forward the DD Form 1588 to the FAO/DAO or the U.S. Air Force Accounting and Finance Office (AFAFO)/Defense Accounting Office of the new duty station with a copy of the orders.

(b) Staple completed DD Forms 1588 to the back of the current form.

(c) For the DD Form 1588 of an absentee member mark "ABSENTEE" and forward to the AFAFO/DAO maintaining the member's pay account.

(d) When a member is separated, forward the DD Form 1588 to the Director, DFAS-DE, ATTN: DFAS-DE/CIDM, 6760 East Irvington Place, Denver, CO 80279-5000, marked "Separated (date)."

h. Copy of travel vouchers for DFAS-DE Send a copy of each settlement voucher to the Director, DFAS-DE, ATTN: DFAS-DE/AAD, 6760 East Irvington Place, Denver, CO 80279-5000. Mark the retained copy of the settlement voucher "Copy sent to AF Central Site."

i. Collection of amounts due When the member cannot make cash refund of amounts due the US, prepare a DD Form 139 and send to the member's current or ultimate servicing AFAFO/DAO. Post the DD Form 1588 and travel settlement voucher with the amount of the DD Form 139, AFAFO/DAO DSSN to which sent, and date sent.

j. Preparation of vouchers and substantiating documents for dislocation allowance (DLA).

(1) Second PCS in a fiscal year. Where the member's PCS is his second or a subsequent one in a fiscal year, cite the authority for the PCS on the voucher if such authority is a published directive. If the authority is an individual determination by or on behalf of the Secretary of the Air Force, two copies of the authority substantiate the vouchers, unless such authority is stated in the travel order.

(2) Distribution of vouchers. Prepare one additional voucher copy for each payment of DLA. After payment is made, forward the extra copy of the paid voucher to the Director, DFAS-DE, ATTN: DFAS-DE/AAD, 6760 East Irvington Place, Denver, CO 80279-5000, for use in expenditure reporting.

k. Voucher coding for DLA FAOs/DAOs will insure that payments or collections of DLA are shown

separately on vouchers and are coded appropriately. Enter the applicable code immediately after the accounting classification. When other expenses are included on the same voucher, repeat the accounting classification opposite the amount for such other expenses. Separate break out of payments based upon Secretarial determinations is not needed. Separate break out of supplemental payments, collection actions, or other adjustments is needed. DLA codes are:

- A.. Officer with dependents-Regular payments
- B.. Officer without dependents-Regular payments
- J.. Enlisted with dependents-Regular payments
- N.. Enlisted without dependents-Regular payments
- C.. Officer with dependents-Adjustments
- F.. Officer without dependents-Adjustments
- L.. Enlisted with dependents-Adjustments
- P.. Enlisted without dependents-Adjustments

l. Preparation of vouchers and substantiating documents for mobile home allowance.

(1) Separate dependent travel vouchers. If a voucher for trailer allowance is processed separately from one for dependent travel, cross-reference both vouchers.

(2) Distribution of vouchers. Prepare one additional voucher copy for each trailer allowance payment. After payment is made, forward the extra copy of the paid voucher to the Director, DFAS-DE. ATTN: DFAS-DE/AAD, 6760 East Irvington Place, Denver, CO 80279-5000.

m. Voucher coding for mobile home allowance. FAOs/DAOs insure that trailer allowance payments or collections are shown separately on vouchers and are coded appropriately. Enter the code immediately following the accounting classification. If other expenses are included on the same voucher, repeat the accounting classification opposite the amount for such other expenses. Separate break out of supplemental payments, collection actions, or other adjustments is needed. Trailer allowance codes are:

- B..... Officers - Regular Payments
- K..... Enlisted - Regular Payments
- D..... Officers - Adjustments
- M..... Enlisted - Adjustments

n. Records of payment for mobile home allowance.

In addition to the entry of the mobile home allowance payment on the DD Form 1588 (see paragraph 39-52.g.), also enter the applicable paragraph of Chapter 5, Part F of the JFTR in the remarks section:

- (1) To an elected place.
- (2) To or from a designated place.
- (3) Incident to an amended order.

o. Requesting and processing travel allowances:.

- (1) Local procedures govern the method of requesting travel advances.
- (2) Forms used.

(a) Use DD Form 1351 in making advances of travel allowances to individuals.

(b) Use DD Form 1351-6 for making advances to members scheduled to depart from the unit at the same time, whether or not they are traveling as a group. When this form is used, the total payments are entered on the DD Form 1351, and show the amount chargeable to each accounting classification separately.

(3) Charge the advance to the applicable travel appropriation current at the time the advance is made.

39-52. Payment of Travel and Transportation Allowances of Navy and Marine Corps Members

a. Applicability of instruction Make payment of travel and transportation allowances of U.S. Navy and U.S. Marine Corps members by U.S. Army FAOs/DAOs IAW U.S. Army instructions, except where a variation is prescribed in this chapter.

b. Advances.

(1) *General.* Travel advances may be made to U.S. Navy and U.S. Marine Corps members for their travel on PCS orders or TDY orders.

(2) *PCS.*

(a) Payment procedures. Make payment of advances upon presentation of the original and two copies of the PCS orders to the FAO/DAO.

(b) Payment document. Pay travel advances on the DD Form 1351. Enter on the DD Form 1351 in section II, Item 6, or section V, if more space is required, a descriptive note showing the points between which mileage was computed, the number of miles involved and, when applicable, the rate of per diem and the number of days for which payment was made. Enter the complete accounting data cited in the travel orders in section VI of the DD Form 1351, except that transaction type code (TTC) "1K" is entered as the seventh element of the accounting data in lieu of the TTC shown in the PCS orders. For U.S. Navy members, when orders cite more than one line of accounting data and identify the type of entitlement or fiscal year to be charged, make a separate entry in Section VI of the DD Form 1351 for the amount advanced against each specific accounting line.

(c) Endorsement on orders. In addition to the date paid, the voucher number, and the name and DSSN of the FAO/DAO, endorse the original PCS orders to show separately the amount of the advance paid under each appropriation.

Example: U.S. Navy member: "location and date. PD ADV/MI (NMN) FY ...\$...fr...to... PD PER DIEM (MPN) FY ...\$...fr...to...PD PER DIEM (O&MN) FY...\$...fr...to (voucher number, name, and DSSN of the FAO/DAO)."

U.S. Marine Corps member: "location and date. PD ADV/MI ...\$... fr...to...PD PER DIEM FY

...\$...fr...to...(voucher number, name and station symbol number of the FAO/DAO)."

(d) Personal financial record (PFR). When a travel advance is paid, an entry of the payment is required in the member's PFR. Record the data in the proper columns of the Miscellaneous Memoranda Record (NAVCOMPT Form 3071A) which is filed on the left side of the PFR.

(3) *Pay DLA for members with dependents on DD Form 1351-2.* Pay DLA for members without dependents on the DD Forms 1351-2 on which the member claims settlement of his/her personal travel. Show present home address as well as his/her military organization and station in the block captioned CHECK MAILING ADDRESS, and add the following statement in the REMARKS block on the reverse of the DD Form 1351-2: "This is the(number) claim for DLA based on PCS during (fiscal year)." After paying DLA, send a copy of the paid DD Form 1351-2 to the member's current or ultimate PDS disbursing officer. If the voucher includes a trailer allowance, send a copy of the payment document to the Commanding Officer, Navy Materiel Transportation Payment Center, Code 024.2, Naval Station, 1837 Morris Street, Suite 600, Norfolk, VA 23511-3492, for claims for U.S. Navy members, and to the Marine Corps Logistics Base (Code 470), Albany, GA 31884, for claims for U.S. Marine Corps members.

c. Household effects Advise U.S. Navy personnel having claims for reimbursement incident to shipment of HHG to submit such claims to the Commanding Officer, Transportation Payment Center, code 024.2, Naval Station, 1837 Morris Street, 600, Norfolk, VA 23511-3492 (the Navy Material Transportation Office is now the Transportation Payment Center). Advise U.S. Marine Corps personnel to submit such claims to the Commander, Marine Corps Logistics Base, (Code 470), 814 Radford Blvd, Albany, GA 31704-1128.

d. Indebtedness to the United States as a result of erroneous travel allowance payments.

(1) *Interview with the member* When an erroneous payment is detected, interview the member and inform them of the options available with regard to liquidation of the indebtedness. Pay particular attention to the rights of the member in regards to:

(a) The right to appeal the validity of the debt

(b) The right to apply for remission or waiver as applicable.

(c) The right to request Board for Correction of Naval Records action if relief is not obtained from (a) or (b) above. Do not initiate action to collect any indebtedness of \$10.00 or less.

(2) *Formal notification* Following the interview, give the member a formal, written notification of the indebtedness, if appropriate. The following is suggested:

(a) It has been determined that you are indebted to the U.S. Government in the amount of \$..... due to the following reason

(b) You have the following options open to you for liquidating this indebtedness:

1. Cash repayment in a lump sum.
2. One time collection from your pay.

(c) Procedures available to you for seeking relief from this indebtedness include:

1. Remission and cancellation (enlisted temporary officer with permanent enlisted status on active duty) or

2. Waiver of indebtedness. (See SECNAVINST 7220.38 series for assistance.)

(d) If you submit a request for remission and it is denied, you may petition the Board for Correction of Naval Records on DD Form 149 to change your naval records in a manner that would validate the payment that caused your indebtedness. However, this does not imply that the Board will rule favorably on your petition since each case is decided on its own merit. DD Form 149 can be obtained from the Navy personnel office.

39-53. Payment of Travel and Transportation Allowances of Coast Guard Members

a. General. Pay U.S. Coast Guard members IAW with this chapter. Make no travel advances to U.S. Coast Guard members. It is not intended that U.S. Army FAO/DAO cross disbursing authority be applied in continental limits of the U.S. to effect regular recurring disbursing service to U.S. Coast Guard personnel. Such cross disbursing should be limited to casual type payments when U.S. Coast Guard or U.S. Navy disbursing facilities are not within the immediate vicinity.

b. Appropriation chargeable. Charge all payments to U.S. Coast Guard appropriation 69X0201 and the allotment symbol shown on the orders unless a different appropriation is cited in the travel orders.

c. Payment procedures. Upon presentation of original orders, make payments using DD Form 1351-2. Endorse the amount and date of payment, voucher number, disbursing station number, and name of the FAO/DAO on original orders. Return the original orders and a copy of the voucher to the payee. The FAO/DAO will not make payments of less than \$1.00 unless specifically claimed.

d. Dependent travel. Pay U.S. Coast Guard members for transportation of dependents IAW the applicable provision of the JFTR upon presentation of original travel orders and a properly supported DD Form 1351-2 certified by the member's commanding officer.

e. Household effects. Reimbursement incident to shipment of household effects will not be made by FAO/DAO. Advise U.S. Coast Guard personnel to submit such vouchers to the Commandant (G-CAS-I/P), Coast Guard Headquarters, 2100 Second Street, S.W., Washington, DC 20593-0001.

f. Issuance of GTRs or other instruments.

(1) *GTRs.* When U.S. Army activities issue SF 1169 to U.S. Coast Guard personnel, alter billing instructions to read "Commandant (G-CAS-I/P), Coast Guard Headquarters, 2100 Second Street, S.W., Washington, DC 20593-0001." Show the Coast Guard appropriation cited in travel orders on the GTR. At time of issue, send one copy of SF 1169, showing an estimate of expenses, to the Commandant (G-CAS-I/P), Coast Guard Headquarters, 2100 Second Street, S.W., Washington, DC 20593-0001.

(2) *Other transportation procuring instruments.* When U.S. Army activities issue Passenger Warrants (Europe) FEC Forms 335 or requests for transportation (Far East), show the U.S. Coast Guard appropriation cited in the travel orders and the travel order number on the document and forward a copy to Commandant (G-FAC/71), Coast Guard Headquarters, Washington, DC 20593. The Office billed is the same as for U.S. Army personnel in the area concerned. Endorse transportation procuring instrument number, points of travel, name of carrier, and estimated value on original orders. If issued for dependent travel, endorse the name(s) of dependent(s) on original orders. Return original orders to the member.

g. Meal tickets.

(1) *OCONUS.* When U.S. Army activities OCONUS issue meal tickets to U.S. Coast Guard personnel, enter the allotment symbol shown on the travel orders and the travel order number on such documents. Use SF 1113 (Analysis of Custodial Personnel Requirements) or SF 1034 (Public Voucher for Purchases or Services Other Than Personnel), completely itemized and supported by meal tickets, when making payment. Do not forward an advance copy of the payment voucher to the U.S. Coast Guard headquarters. Endorse the number of meal tickets issued on original orders.

(2) *Within CONUS.* When U.S. Army activities within CONUS issue meal tickets to U.S. Coast Guard personnel, change the billing instructions to read Commandant (G-CAS-I/P), Coast Guard Headquarters, 2100 Second S.W., Washington, DC 20593-0001. Enter the allotment symbol shown on the travel orders and the travel order number on the meal tickets. Endorse the number of meal tickets issued on original orders.

39-54. Payment of Travel and Transportation Allowances to Civilian Employees of the Department of the Air Force

a. General. Payment of travel and transportation allowances to civilian employees of the Department of the Air Force by U.S. Army FAOs/DAOs may be made when requested by commanders of U.S. Air Force activities or individuals when U.S. Air Force disbursing facilities are not available within the

immediate vicinity, subject to the mutual observance of the provisions cited in paragraphs *b.* and *c.* below.

b. Scope and quality of service U.S. Army FAOs/DAOs servicing U.S. Air Force employees provide services comparable in scope and quality to those furnished civilian employees of DA.

c. Governing policies, regulations, and procedures. Finance services furnished are governed by the policies, procedures, and entitlements prescribed in the JTR. In the event a civilian employee desires a review of a settlement made, or a FAO/DAO requires advice in connection with a settlement to be made, forward the voucher with the appropriate request to Director, DFAS-DE, ATTN: DFAS-DE/FY, DENVER, CO 80279-5000. If an advance of travel allowance is requested by a U.S. Air Force civilian, use the procedure applicable to U.S. Air Force military members.

Section XIV

Individual Charge Card Program

39-55. General

a. This chapter implements provisions of the DoD Government travel charge card policy by providing authority, designating responsibilities and prescribing policies and procedures for the Government sponsored individual charge card program. The program allows Army travelers to use a contractor issued charge card to charge travel related expenses such as lodging, rental cars and meals during official travel. Use of the card is limited to official travel expenses; use for personal items not reimbursable as travel expenses is prohibited. Card-holders may also purchase commercial transportation (air, bus or rail) at the U.S. Government rate with the charge card when the cardholder is unable, due to mission requirements, to obtain transportation through a government transportation office. The program also allows travelers to use the charge card to obtain cash from automated teller machines (ATM) to pay for those travel expenses which cannot be charged to the card. Paragraph 39-60 provides information on the ATM program.

b. The program provides these features:

- (1) Card acceptance worldwide for lodging, rental car, restaurant and service establishments and ATMs.
- (2) No annual membership fees or dues.
- (3) No preset charging limits.
- (4) No liability for charges incurred against a promptly reported lost or stolen card.
- (5) No interest or late charges on card account balances.
- (6) Ability to obtain travel funds.
- (7) Improved security of funds due to reduced need to carry cash.
- (8) No need to use personal lines of credit or funds while conducting official business.

(9) Free automatic travel accident insurance if mode of travel is procured through a transportation officer's U.S. Government travel system account or with a contractor issued individual charge card.

(10) Free automatic insurance for lost, stolen or damaged checked and unchecked baggage, CONUS or OCONUS flights, if mode of travel is procured through a transportation officer's U.S. Government travel system account or with a contractor issued individual charge card.

(11) 24 hour toll free cardholder assistance telephone numbers and ATM locator service.

(12) See the contractor reference manual for details of these features.

39-56. Professional Requirements

To ensure proper and effective administration of the individual charge card program, program administrators at all levels will be familiar with and understand:

a. The contractor issued Government Travel Management System Reference Manual.

b. Contractor generated management information reports.

c. The Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR) and this chapter.

39-57. Responsibilities

a. The Office of the Assistant Secretary of the Army for Financial Management and Comptroller (OASA(FM&C)) establishes policies and procedures for the individual charge card program for the U.S. Army.

b. The U.S. Army Program Manager is DFAS-IN, specifically, DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249.

c. MACOM commanders will actively support the charge card program and provide policy and procedural guidance to subordinate commands, installations and activities.

d. MACOM commanders will actively support and maintain the charge card program through their Program Managers. They have the authority to exempt cardholders from the charge card and ATM programs and may delegate this authority to subordinate commanders, supervisors, the installation program manager, directors and coordinators.

e. The program manager will be the director of resource management or equivalent. The Defense Accounting Officer/Finance and Accounting Officer may not serve as the program manager. The MACOM program manager will-

(1) Designate directorates, units, and activities that will operate their own program with an assigned charge card control account number. Each designated activity will appoint a person to serve as a program card coordinator. As a general guide, there should not be more than one control account number per each staff directorate. . The MACOM program

manager may allow activities to keep control accounts open that contain few active individual accounts if it contributes to cardholder security or the efficiency of the charge card program operation.

(2) Determine the number of control accounts required. Every program director will have a minimum of one control account number assigned to them.

(3) Provide at the request of the U.S. Army Program Manager, the following:

(a) The number of control accounts numbers needed.

(b) The name, business address and commercial phone number of each program director.

(c) The number of charge card and personal identification number (PIN) applications needed for the initial sign-up of a MACOM.

(4) MACOMs will inform the U.S. Army Program Manager of changes in program directors, addresses, telephone numbers, and other pertinent data.

(5) Have the authority to allow personnel to have contractor generated correspondence mailed to work or non work addresses.

f. A program director will:

(1) Appoint program coordinators throughout an organization to assist in administering the charge card program.

(2) Receive and review information reports from the contractor.

(3) Select one charge card program coordinator to be responsible for the card program needs and requirements of the program director's office.

(4) Obtain applications, implementation manuals and other materials from the contractor as needed.

(5) Ensure that non work addresses are showing for all cardholders' charge card accounts (CONUS only), and notify personnel using work addresses to submit a change of address to the contractor.

(6) Develop procedures for program coordinators to:

(a) Issue charge card and PIN applications and maintain the card program.

(b) Collect and cancel cards of cardholders permanently leaving the U.S. Army who are covered by their control account number.

(c) Transfer card accounts of cardholders who are leaving the organization covered by their control account number. Program directors may, at their option, cancel charge cards of personnel who have not transferred their card accounts within 90 days after completing a PCS.

(d) Transfer employees' accounts within the organization's control account number.

(e) Review and distribute reports cited in paragraph 39-58.f(2).

g. Program Coordinators will:

(1) Maintain the charge card program by:

(a) Distributing charge card and PIN applications to eligible personnel.

(b) Providing any additional information required by the contractor on applications after they are signed and submitted by personnel.

(c) Signing applications as the authorized agency representative.

(d) Mailing applications to the address provided by the contractor in their implementation manual.

(2) Establish clearance procedures and cancel cards for personnel (military and civilian) permanently leaving the U.S. Army.

(3) Appoint assistant coordinators as needed to help manage the program.

h. Finance and Accounting Officers/Defense Accounting Officers will:

(1) Promptly settle correctly prepared settlement vouchers as outlined in this chapter.

(2) Reimburse travelers as needed for the cost of transportation as permitted by the JFTR/JTR.

i. First-line commanders and supervisors will officially counsel cardholders if a cardholder's charge card account becomes delinquent, contains unauthorized charges or unauthorized ATM use.

j. Travel order preparers will identify travelers on their orders as being either frequent or infrequent travelers and whether or not they are participating in the charge card program.

k. Cardholders will pay their just financial obligations expeditiously and abide by the terms and conditions contained in the contractor's "U.S. Government Card Program Employee Card Account Agreement"

39-58. Eligibility

a. Personnel identified as being frequent travelers (that is, those who travel two or more times per year) and included in one of the categories below are automatically eligible for participation in the charge card and ATM program:

(1) Active U.S. Army soldiers, enlisted, appointed, or commissioned, excluding cadets at the U.S. Military Academy.

(2) Department of the Army appropriated and non-appropriated fund civilian employees, including non-U.S. citizen employees.

(3) Members of the U.S. Army Reserve and Army National Guard ordered to active duty, other than for training and full-time National Guard duty in the AGR program.

(4) Reserve component soldiers ordered to active duty, other than for training for a period in excess of 179 days.

(5) Individuals in grades E-7, GS-9 or WS/WG equivalents and above.

b. Responsible personnel in grades below E-7, GS-9 or WS/WG equivalents who are likely to perform official travel at least twice a year may request participation in the program through their supervisor or commander to their local program director. Under normal circumstances supervisors, commanders and

program directors should approve requests for charge cards and PINs for these personnel.

c. Personnel eligible to participate in the program may request a charge card and PIN by completing the appropriate application(s) and accepting the terms and conditions specified on the application(s).

d. Personnel identified as frequent travelers eligible for the charge card program who have not elected to participate in the charge card program, excluding the ATM program, or whose charge card is suspended or revoked due to delinquency caused by their own actions will be authorized advances in accordance with Section V of this chapter.

e. If delegated, charge card program managers, directors and coordinators have the authority to make case-by-case exceptions regarding card issuance to personnel listed in paragraphs 39-59.a and b above. These exceptions will be for personnel known to have personal financial difficulties after the contributing situation is verified by an individual's supervisor, commander or other competent authority. Program directors and coordinators shall review each exception annually.

39-59 Automated Teller Machine Program

a. The ATM program supplements the individual charge card program by allowing cardholders to obtain travel advances from ATMs using their U.S. Government sponsored individual travel charge card and a PIN in lieu of receiving advances from DAOs/FAOs. Those activities who currently have a local charge card program are required to offer the ATM option to all cardholders whose card accounts are in good standing. However, as individual participation in the ATM program is voluntary, MACOM commanders, or their designee(s) may exempt cardholders from the program if they do not want to participate or in those situations where they believe that use of the ATM program will be inappropriate, such as those cardholders known to have personal financial difficulties.

b. Each cardholder who has the ATM option will limit ATM withdrawals to cover the meals and incidental portion of their per diem allowance plus miscellaneous reimbursable expenses that cannot be charged to their charge card. Examples of these miscellaneous expenses include, but are not limited to, taxis, local public transportation, tolls, parking fees and gasoline. Cardholders are not allowed to use funds withdrawn from ATMs to pay for lodging, rental cars or commercial transportation such as airline tickets, as these items can be charged on the charge card.

c. Each cardholder who has the ATM program option should use the ATM to obtain travel advances. Advances from a FAO/DAO are appropriate when--

(1) A cardholder's travel order states that his/her itinerary includes locations where ATMs are not readily available, then an advance for 100% of meals

and incidental expenses and other reimbursable expenses may be authorized.

(2) A cardholder's travel order states that the charge card cannot be used to charge specific items and ATMs are not available to the traveler during a specific trip. Personnel should refer to the JTR/JFTR and Section V, this chapter, for current guidance on providing advances in this situation.

(3) A cardholder's charge card is stolen, lost, damaged before travel and a replacement card has not yet been provided. A statement from the cardholder and program coordinator that the cardholder's charge card is stolen, lost, damaged must be included on the cardholder's travel order.

(4) A cardholder's charge card becomes lost, stolen, damaged or the cardholder has forgotten his/her PIN during travel. The cardholder shall not automatically be given advances by FAOs/DAOs. A decision shall be made by the local FAO/DAO on a case by case basis after considering such factors as the time needed for the charge card company to provide a replacement charge card and PIN, previous advances and future expenses.

(5) Registration fees cannot be charged on the charge card or cannot be paid before registration.

d. Cardholders are charged a fee for each ATM withdrawal and are responsible for payment of all ATM fees. Cardholders are authorized reimbursement of ATMs fees limited to the authorized travel advance. Some financial institutions charge ATM access fees. These fees are normally a dollar or less and are reimbursable to cardholders; however, cardholders are not allowed reimbursement for access fees made within states where large fees, usually \$5 or more, are charged and where the ATMs are primarily located in casinos and related hotels. The percent reimbursed is the one current in the U.S. Government's Credit Card Contract.

e. Cardholders may claim reimbursement of ATM fees in the reimbursable portion of their travel voucher by listing the expense as "ATM Advance", the total of withdrawals and the amount of fee claimed. Cardholders must list the total amount of ATM withdrawals and the corresponding fees. Cardholders do not need to submit ATM transaction receipts to support reimbursement when ATM fees are \$25.00 or less; however, cardholders listing the total amount of ATM withdrawals as one amount and the corresponding fee is more than \$25, provide ATM transaction receipts with the settlement vouchers. Cardholders may:

(1) Not be authorized reimbursement for ATM fees on withdrawals made more than five (5) calendar days prior to the cardholder's scheduled departure date.

(2) Be authorized reimbursement for ATM fees when a trip is completed early or is canceled shortly before it is to begin. In this situation, a cardholder submits a DD Form 1351-2 with a copy of their travel

order and cancellation order to request reimbursement for ATM fees.

(3) Be authorized reimbursement of ATM fees if the corresponding withdrawals were made under extenuating circumstances, fully justified by the cardholder and approved by the order-issuing official.

(4) Not be authorized reimbursement of ATM fees on withdrawals made in excess of authorized amounts nor withdrawals made after the completion of travel, for example, after cardholder's return to home or office.

(5) Not be authorized reimbursement of ATM fees on withdrawals made with non-government sponsored charge cards.

39-60. Charge Card Renewal, Transfer and Termination

a. Charge cards are automatically renewed by the contractor unless the current charge card has been canceled or suspended.

b. Charge cards are canceled when:

(1) A cardholder no longer desires the charge card.

(2) A cardholder retires or begins employment with an agency, including DoD agencies, other than the U.S. Army.

(3) A program director approves the contractor's request to cancel a card account that is under 120 days past due.

(4) The contractor informs a program director that they desire to cancel an individual card account that is 120 or more days past due.

(5) A program manager, director or coordinator identifies excessive misuse of the card such as unauthorized charges or ATM use. Cardholders are officially counseled for card account delinquency, misuse and abuse prior to card cancellation.

c. Charge cards are canceled by any one of the following ways:

(1) A program director or coordinator informs the contractor in writing.

(2) A cardholder informs the contractor in writing.

(3) The contractor, after receiving the permission of the cardholder's program manager or director.

d. Return of canceled charge cards to the contractor is recommended, but not required, to ensure prompt account classification.

39-61. Financial Obligations and Liability

a. Individual charge card holders are liable for all unpaid charges, ATM withdrawals and fees, except in those instances when the charge card has been promptly reported lost or stolen.

b. DoD Directive 5500.7, Standards of Conduct, which applies to all DoD personnel, states:

"Indebtedness. DoD personnel shall pay their just financial obligations expeditiously, ... so that their indebtedness does not affect adversely the Government as their employer." Additionally, balances on charge card accounts are considered just financial obligations pursuant to DoD Directive

5500.7 and AR 600-50; therefore, personnel are obligated to pay their charge card account bills in a timely manner.

c. Charge card holders unable to pay their charge cards account bills on time should contact their program coordinator.

d. The U.S. Army is not liable for charges or ATM withdrawals incurred on an individual's charge card, nor is the U.S. Army liable for any individual's lost or stolen charge card.

e. A card holder's inability to properly manage his/her card account does not automatically entitle the cardholder to receive full FAO/DAO issued advances.